



ENGINEERS AND SURVEYORS INSTITUTE
 "A public/private partnership"
TOWN OF LEESBURG, VIRGINIA
MINIMUM SUBMISSION REQUIREMENTS



FINAL SUBDIVISION RECORD PLAT

PROJECT NAME & #: _____
 SUBMITTING FIRM: _____ PHONE #: _____
 SUBMITTING ENGINEER: _____ E-MAIL ADDRESS: _____
 REVIEW DATE: _____ ESI REVIEW TEAM: _____

All references are to Section 2.16(c) of the Town of Leesburg Subdivision and Land Development Regulations, unless otherwise noted.

(Column abbreviations: OK = Addressed; REV = Revisions required; N/A = Not Applicable)

Reference	Description	Sheet	OK	REV	N/A	Line
(1)	General Information					
((a))	Name of subdivision, town, county and state					1
((b))	Names and address of owners					2
((c))	Names of any holders of easements or liens affecting the property					3
((d))	Name of the licensed professional, surveyor or engineer who prepared the plat					4
((e))	Date of plat preparation and date of any revisions					5
((f))	Vicinity map (6" = 1 mile max) w/ rds, names/nos., Town corp. limits, subdiv. and other landmarks					6
((g))	Boundary survey related to true meridian or Virginia State Grid with a minimum of four coordinates tick marks w/error of disclosure w/in 1:20,000					7
((h))	Proposed use(s) of the area being subdivided					8
((i))	All covenants and restrictions which run with land					9
((j))	Statement regarding removal of obstructions in easements					10
((k))	Surveyors certificate with source of title and place of record of last instr.					11
(2)	Project Tabulations					
((a))	Total area of the subdivision of the nearest 1/10 of an acre					12
((b))	Curve data along street frontages showing: delta, radius, arc, tangent, chord and chord bearing					13
((c))	Setback and yard requirements					14
(3)	Existing Conditions					
((a))	Map of survey of the boundary certified by a Commonwealth of Virginia Certified Land Surveyor with all existing property lines					15
((b))	Accurate location Town corporate limit line within 100'					16
((c))	Accurate location of existing and recorded streets intersecting boundaries of the tract					17
((d))	Accurate location of existing public and private easements on prop. w/ DB/PG or instr. no.					18
(4)	Graphic Requirements					
((a))	Scale of drawing not greater than 100' to the inch					19
((b))	Sheet size 18"x24" and individually numbered					20

Comments: _____

Reference	Description	Sheet	OK	REV	N/A	Line
((d))	North Arrow					21
((e))	Match lines if multiple sheets provided					22
((f))	Lot and parcel dimensions - metes and bounds					23
((g))	Number and area of lots and parcels					24
((h))	Survey monuments, lot corners, block markers and bench marks w/ descriptions					25
((i))	Boundaries, purposes and widths of all easements					26
((j))	Boundaries of parks, school sites and other public areas					27
((k))	Streets, street names, route numbers and right of way widths					28
((l))	Common use property accurately dimensioned and purpose shown					29
((m))	Property to be dedicated or reserved for public use is accurately dimensioned and purpose shown					30
((n))	Location and dimensions of temporary cul-de-sacs and a statement regarding reversion of land within temporary turn-around					31
((o))	When subdivision contains land with more than one owner, the various tracts shall be indicated by dashed lines and identification of the respective tracts					32
((p))	Identification of private streets, indicating public/ emergency vehicle ingress/egress easements					33
(5)	Other Information					
((a))	A signature line for Zoning Administrator to certify that proposed lots comply with zoning regulations					34
((b))	A signature line for the Dir. of Plan Review					35
((c))	The applicant shall submit a complete Type I soils report. A detailed Type II geotechnical investigation may be submitted in lieu of the Type I soils report					36
((d))	Deed of dedication and/or deed of easement					37
((e))	Proof of notification to the adjoining property owners					38

Comments: _____

