



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



**PRELIMINARY SUBDIVISION PLAT**

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

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

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

Code Reference	Description	Sheet	OK	REV	N/A	Line
<b>(1)</b>	<b>General Information</b>					
((a))	Name of the proposed subdivision					1
((b))	Proposed use(s) of the property					2
((c))	Names and addresses of owner(s) of record and subdivider					3
((d))	Names, address, signature and registration of professionals preparing the plat					4
((e))	Deed reference, Property ID No. (PIN)					5
((f))	Date plat was drawn and date of any revision					6
((g))	Vicinity map					7
((h))	Existing zoning, including any proffers associated with the property					8
((i))	Names and addresses of all adjoining property owners. Proof that all such property owners have been notified. Notice sent by certified mail to the last known address of owners					9
((j))	Proof of any approved special exceptions, variances or waivers					10
((k))	Validity note: "Preliminary plat approval is initially valid..."					11
((l))	Identify any variation requests w/ a note					12
<b>(2)</b>	<b>Project Tabulations</b>					
((a))	Gross acreage of subdivision to nearest 1/10 acre and average remaining in orig. tract					13
((b))	Number of lots					14
((c))	Minimum lot area					15
((d))	Average lot size					16
((e))	Minimum lot width					17
((f))	Area in lots					18
((g))	Area in common open space					19
((h))	Common open space as percentage of the subdivision					20
<b>(3)</b>	<b>Existing Site Conditions</b>					
((a))	Map of survey of the boundary. Map certified by CLS with all existing property lines					21
((b))	Existing topography with maximum of five-foot contour interval					22
((c))	Location and full width of existing right-of-way					23

Comments: \_\_\_\_\_  
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Code Reference	Description	Sheet	OK	REV	N/A	Line
((d))	Location and width of existing roadways					24
((e))	Location and explanation of any existing easements					25
((f))	Location and dimensions of existing driveways and access points on the property and within 200 feet of the site					26
((g))	Location of 100-year floodplain as shown on the most recent FEMA maps					27
((h))	All overland watercourses and drainage structures within the subdivision or within 100 feet of the subdivision					28
((i))	Names of all abutting subdivisions. Names of owners of record of abutting property					29
((j))	Existing uses and zoning of all adjoining properties					30
((k))	Indication of areas of tree cover on the property, including areas where tree protection or preservation measures will be taken. Trees with a (dbh) of 18 inches or greater identified. Tree groups delineated by drip line					31
((l))	Identification of all existing slopes greater than or equal to 15 percent. Delineation of slopes greater than or equal to 25 percent					32
((m))	Exact location of existing buildings and parking areas adjacent to or across the street from the proposed subdivision					33
((n))	Archeological, natural and historical features and landmarks to the extent as previously documented. Plat shall be revised to delineate any such features or landmarks documented. Plat shall be revised to delineate any such features or landmarks discovered during the review process					34
((o))	Location and description of all U.S.G.S. survey control monuments or equivalent					35
((p))	Identification and location of areas of contamination, remediation, and other adverse environmental conditions of the property					36
((q))	Identification and location of any grave, object, or structure marking a place of burial					37
<b>(4)</b>	<b>Graphic Requirements</b>					
((a))	Sheets clearly and legibly drawn at a scale not less than 100 feet to the inch. North arrow. Numbered sheets 24 x 36 inches. All sheets marked "preliminary plat". Match line and corresponding sheet numbering system					38
((b))	Location, right-of-way width and typical pavement section of all proposed streets, common driveways and parking courts, sidewalks & trails. Proposed streets shall include approved and/or reserved street names. Proposed future street layout for partial dev. of original tract w/ disclaimer note					39
((c))	The proposed lot and yard requirements with approximate dimensions, lot areas, and tentative lot numbers					40
((d))	Preliminary plans for water, storm and sanitary sewer systems for the subdivision, including any off-site improvements					41
((e))	All proposed connections to existing water lines, sewer lines and storm drainage structures					42
((f))	Preliminary layout of provision for collection and discharging surface drainage					43

Comments: \_\_\_\_\_  
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Code Reference	Description	Sheet	OK	REV	N/A	Line
((g))	Preliminary plans for erosion and sedimentation control measures					44
((h))	An indication of phases or sections within the proposed subdivision and the order of development					45
((i))	A soil overlay map at a scale of not less than one inch to 200 feet with accompanying narrative					46
((j))	Drainage improvements proposed in the Town's Storm Drainage Master plan within the subdivision or within 100 feet of the subdivision					47
((k))	Location and size of existing and proposed public open spaces within and adjacent to the subdivision					48
((l))	Location and size of all parcels of land and easements proposed to be dedicated for public use; conditions of each dedication, including temporary dedications for cul-de-sacs					49
((m))	Type and location of the buffer yards proposed (if Z.O. reqs. buffer yds.)					50
((n))	Approximate depths of cut and fill if significant topo changes proposed					51
((o))	Existing and proposed limits of 100-year floodplain modifications					52
((p))	Identify tree protection and tree preservation areas					53
((q))	Preliminary design of facilities proposed within common open space areas, including the number of parking spaces proposed					54
((r))	Location or proposed fire hydrants and/or distance to nearest existing hydrant					55
((s))	A two by three inch blank space on the first sheet					56
((t))	Airport Noise Zone limits (LDN 65) and any other Noise Abatement Dist. or Corridor					57
<b>(5)</b>	<b>Other Information</b>					
((a))	Statement by the Virginia Department of Health that the site can be served by wells and septic system. If not served by public water and sanitary fac., Health Dept. approval for well locs. & sewage disposal systems					58
((b))	A stakeout plan and certificate indicating that the property has been staked in accordance with the plan					59
((c))	Type I soils report submitted or detailed Type II geotechnical investigation submitted as substitute					60
((d))	Outline of proposed deed covenants, which may affect the type or location of structures, use of properties, or access to public rights-of-way					61
((e))	If the proposed subdivision includes any areas designated in the Town Plan as proposed sites for schools, parks, bike paths, or other public uses, the preliminary plat shall include a statement regarding the applicant's intention to provide such public use(s)					62
((f))	Projected traffic generation. Need for turn lanes and similar improvements. Traffic study submitted if VPD $\geq$ 500					63

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