Division 3 | Development

Sec. 3.01 Land Development, Generally

The purpose of these regulations is to ensure all types of construction drawings are designed to meet the minimum standards set forth by the applicable Town Codes and Ordinances to support and promote the health safety and welfare of the general public and to ensure the appropriate development of land and control of land disturbing activities within the Town of Leesburg. In particular, it is the intent of these regulations to encourage the development of safe, viable and attractive Public Improvements, residential neighborhoods and nonresidential developments; ensure adequate provision for drainage and appropriate public street access between and among adjacent properties; ensure the provision of safe and appropriate arrangements of buildings and parking areas on the site and with nearby properties; obtain public right-of-way, easements and other public land dedications, consistent with the Town Plan; maintain appropriate buffers between potentially incompatible uses; discourage development on steep slopes and in floodplains; and avoid disturbance of historical, archeological, and/or natural significant features and landmarks. (Amended 08/10/04)

Sec. 3.02 Inactive Applications

(a) An application shall be deemed inactive if processing is suspended by request of the applicant, or no contact or activity occurs in regards to the application by the applicant for a period of One (1) year from the date of the last formal written (consolidated) comment letter that was provided to the applicant by the Department of Plan Review.

(b) The Director of Plan Review may, upon an applicant's written request accompanied by a plan reactivation fee, extend the resubmission date an additional One (1) year No more than Four (4) standard extension requests shall be granted during the complete review and approval process (first cycle submission through signature) of an application. Any projects deemed inactive either by not requesting an extension or by exceeding the permitted number of extensions will be deemed terminated, and the applicant must re-file a new application.

Sec. 3.03 Expiration of Approved Site Plans, Minor Site Plans, Mini Site Plans or Site Plan Waivers

Construction of the improvements set forth in the approved Site Plan, Minor Site Plan, Mini Site Plan or Site Plan Waiver shall commence within Five (5) years from the date the approved Site Plan, Minor Site Plan, Mini Site Plan or Site Plan Waiver is signed by the Director. Thereafter, if construction has not commenced, or if construction activity has been abandoned for ninety or more days, the Site Plan, Minor Site Plan, Mini Site Plan or Site Plan Waiver approval shall expire and become null and void, unless a written request for extension is received by the Director at least thirty days prior to such expiration or abandonment.

Upon receipt of written request for extension, the Director may grant an extension of Site Plan, Minor Site Plan, Mini Site Plan or Site Plan Waiver approval for a period not to exceed one year from the original date of expiration. The reasons for this request must be stated. The Director may deny the request if the reasons submitted with the request do not demonstrate that

construction, in accordance with the approved Site Plan, Minor Site Plan, Mini Site Plan or Site Plan Waiver, has been diligently pursued.

Approvals for any Site Plan, Minor Site Plan, Mini Site Plan or Site Plan Waiver approved prior to the adoption of this revised ordinance shall expire and become null and void Five (5) years after the adoption date of this revised ordinance, unless:

a. Construction of the improvements set forth in the approved Site Plan, Minor Site Plan, Mini Site Plan or Site Plan Waiver has commenced within Five (5) years from the adoption date of this revised ordinance.

b. A written request for extension is received and granted by the Director at least thirty days prior to such expiration or abandonment as conditioned above.

Sec. 3.04 Pre-application Procedure

Prior to submission of a Final Site Plan or a Minor Site Plan, the applicant should meet with the Director to present a concept plan of the proposed development and or construction plans and to participate in an informal conference regarding plans for development; however, representations concerning plans do not bind the Town or applicant.
(Amended 08/12/08)

If (1.) floodplain exists on, or is adjacent to, the site, or (2.) the site contains a watercourse, or is contiguous to a watercourse, with a drainage area greater than 50 acres upstream of the subject site, a pre-application meeting shall be required to discuss the impact the Town and/or FEMA floodplain has on the property, as well as the need for submission requirements of the floodplain and floodplain alteration studies as it relates to the submission of the Final Site Plan or Minor Site Plan.

Sec. 3.05 Final Site Plan

(a) This Division shall apply to development and certain types of land disturbing activities defined below. Public improvements and such rights-of-way and easement dedications required by this Division shall be completed by the applicant. No zoning permit shall be issued by the Zoning Administrator and no water or sewer extension permit shall be issued by the Town Manager for any development unless the requirements of this Division are met.

(b) Developments with the following features are governed by this Division:

(1) Development involving new construction or expansion of structures with over 6,000 square feet of gross floor area, except as otherwise provided in (c) below.

(2) Developments or Land Disturbing Activities that require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies.

(c) A Minor Site Plan application will be accepted in lieu of a Final Site Plan if the criteria set forth in Section 3.07 are met.

(d) A Mini Site Plan application will be accepted in lieu of a Final Site Plan if the criteria set forth in Section 3.08 are met.

(e) A Site Plan Waiver application will be accepted in lieu of a Final Site Plan if the criteria set forth in Section 3.09 are met.

Approval of any Final Site Plan within the Historic District (H-1 and/or H-2) does not relieve the Applicant from obtaining all required approvals from the Board of Architectural Review (BAR). Further, any approvals granted by the BAR do not relieve the Applicant from obtaining all required Final Site Plan approvals.

Sec. 3.06 Town Capital Improvement Plan

(a) This Section shall apply only to Public Improvement Projects and related land disturbing activities managed by the Town's Department of Capital Plans Management as specifically listed in the Town's 6 Year Capital Improvements Program or as specifically funded and directed by Council. All associated rights-of-way, easement dedications and or land rights required for a specific project shall be secured by the Department of Capital Projects Management prior to the commencement of the associated construction. No permits shall be issued unless the requirements of this Division are met.

(b) Any Town project applicable to this section that proposes buildings, parking lots or other non-linear type public improvements that are located outside of the Town's managed Rights-of-Ways shall be reviewed and approved by the Department of Capital Plans Management in general conformance to the applicable standards set forth in the sections governing the review and approval of Site Plans, Minor Site Plans, Mini Site Plans and or Site Plan Waivers.

Approval of any Construction Plan within the Historic District (H-1 and/or H-2) does not relieve the Department of Capital Plans Management from obtaining all required approvals from the Board of Architectural Review (BAR).

Sec. 3.07 Minor Site Plan

(a) This Section shall apply to certain types of development and land disturbing activities not requiring a Final Site Plan as defined in (b) below. Public improvements and such rights-of-way and easement dedications required by this Division shall be completed by the applicant. No zoning permit shall be issued by the Zoning Administrator and no water or sewer extension permit shall be issued by the Town Manager for any development unless the requirements of this Division are met.

(b) "By-Right" Development and Land Disturbing Activities with the following features are governed by this Division:

(1) New Construction or Re-construction of Public Facilities and / or Residential, Commercial, Retail, Office, Industrial or Institutional uses with less than 7,500 square feet of gross floor area that do not require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies and where the Applicant can verify to the Director that the bonded value of the proposed public facilities is less than $100,000; or

(3) Development or land disturbing activities where a county building permit is not required, public facilities are not required or proposed but where the land disturbing (grading) activities involve more than 5,000 square feet of disturbance (including but not limited to parking lots, rough grading plans, grading of open areas for the sole purpose of bringing the land to a grade compatible with the surrounding area, etc.); or

(4) Expansion of existing structures within Residential, Commercial, Retail, Office, Industrial or Institutional uses with less than 7,500 square feet of gross floor area proposed and where the Applicant can verify to the Director that the bonded value of the proposed public facilities is less than $100,000 and does not require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies.

Approval of any Minor Site Plan within the Historic District (H-1 and/or H-2) does not relieve the Applicant from obtaining all required approvals from the Board of Architectural Review (BAR). Further, any approvals granted by the BAR do not relieve the Applicant from obtaining all required Minor Site Plan approvals.

Sec. 3.08 Mini Site Plan

(a) This Section shall apply to certain types of development and land disturbing activities not requiring a Final Site Plan or Minor Site Plan as defined in (b) below. Public improvements and such rights-of-way and easement dedications required by this Division shall be completed by the applicant. No zoning permit shall be issued by the Zoning Administrator and no water or sewer extension permit shall be issued by the Town Manager for any development unless the requirements of this Division are met.

(b) "By-Right" Development and Land Disturbing Activities with the following features are governed by this Division:

(1) Overlot Grading plans for up to two Residential lots of record associated with a previously approved set of Construction Drawings that currently has an active public improvements bond associated with it and does not require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies; or

(2) Overlot Grading plans for up to two Residential lots of record not associated with a previously approved set of Construction Drawings where the Applicant can verify to the Director that the bonded value of the proposed public facilities is less than $50,000 and does not require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies; or

(3) New Construction or Re-construction of Public Facilities and, Commercial, Retail, Office, Industrial or Institutional uses or accessory uses permitted by the Zoning Ordinance over 500 square feet but less than 3,500 square feet of gross floor area that do not require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies and where the Applicant can verify to the Director that the bonded value of the proposed public facilities is less than $50,000; or

(4) Development or land disturbing activities where a county building permit is not required, public facilities are not required or proposed but where the land disturbing (grading) activities involves more than 1000 square feet up to 5,000 square feet of disturbance (including but not limited to new parking lots, redesigning existing parking lots or placing a hard surface on existing grassed or graveled parking areas, rough grading plans, grading of open areas for the sole purpose of bringing the land to a grade compatible with the surrounding area, etc.); or

(5) Expansion of existing structures within Commercial, Retail, Office, Industrial or Institutional uses or accessory uses permitted by the Zoning Ordinance up to 3,500 square feet of gross floor area proposed and where the Applicant can verify to the Director that the bonded value of the proposed public facilities is less than $50,000 and does not require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies.

(6) Any maintenance to Hot Spots such as re-paving, tank replacements, addition of or replacement of oil water separators, etc. Other categories noted above shall apply to any other new infrastructure, buildings, building additions, public improvements, etc. related to Hot Spot properties.

(7) Residential Accessory Structures (with a building footprint greater than 950 square feet) such as but not limited to Garages, Pool Houses or Guest Houses.

(c) A Final Site Plan or Minor Site Plan application, as the case may be, will be required in accordance with the criteria set forth in sections 3.06 and 3.07 if all conditions and restrictions set forth in this section cannot be met.

Approval of any Mini Site Plan within the Historic District (H-1 and/or H-2) does not relieve the Applicant from obtaining all required approvals from the Board of Architectural Review (BAR). Further, any approvals granted by the BAR do not relieve the Applicant from obtaining all required Mini Site Plan approvals.

Sec. 3.09 Site Plan Waiver

1. When the proposed use is permitted by the Zoning Ordinance, the following land development applications shall not be subject to the Final Site Plan or Minor Site Plan or Mini Site Plan process and can be processed as a Site Plan Waiver provided that the project does not require a formal floodplain study to be submitted and approved by FEMA, and where the Applicant can verify to the Director that the bonded value of any proposed public facilities is less than $50,000.

(a) <u>Residential</u>

(1.) In-ground swimming pools;

(2.) 250 square feet to 5,000 square feet of land disturbance on existing "Residential" lots of record for uses such as but not limited to patios, hot tub, realignment of or improvements to existing driveways, terracing or re-grading of yards, and other types of improvements where a Site Plan Waiver plan is deemed necessary by the Director.

(3.) Expansion of existing structures (excluding elevated structures such as but not limited to decks & porches) on existing "Residential" lots of record, as permitted by the Zoning Ordinance, for additions with a building footprint over 200 square feet.

(4.) Residential Accessory Structures (with a building footprint between 200 and 950 square feet) such as but not limited to Garages, Pool Houses, Guest Houses or Sheds (that propose full perimeter foundations and/or a slab on grade).

(b) **Nonresidential**

(1.) Parking lot re-striping plan;

(2.) Additions with a building footprint not more than 500 gross square feet or one-third (1/3) of the gross area of the building, whichever is smaller;

(3.) An accessory structure of not more than a total of 500 gross square feet;

(4.) Minor site alterations to provide ADA accessibility improvements for an existing building;

(5.) Development or land disturbing activities where only minimal (if any) public facilities are required or proposed, but where the land disturbing (grading) activities involve up to 1,000 square feet of disturbance (including but not limited to new parking lots, redesign of an existing parking lot, the placing of a hard surface on existing grassed or graveled parking areas, rough grading plans, grading of open areas for the sole purpose of bringing the land to a grade compatible with the surrounding area, or other similar type projects);

(6.) Minor changes to existing on-site walkways or landscape plans;

2. The following information shall apply to all Site Plan Waivers:

(a) Unless the Director determines otherwise, the plan shall be sealed by a licensed professional. If public improvements are proposed and a public improvements bond is required, without exception, a licensed professional shall be required to prepare and seal both the Site Plan Waiver and associated public improvement bond estimate.

(b) Prior to submission of a Site Plan Waiver Application the applicant shall meet with the Director to discuss the proposed improvements to determine if the plan will need to be prepared by an applicable Virginia licensed professional such as a Professional Engineer, Surveyor, Architect, or Landscape Architect and to determine the minimum submission requirements.

(c) On a case by case basis, the Director may determine that no formal Site Plan Waiver Application is required if staff can verify (either from the application documents or a site visit) that there are no adverse grading or drainage impacts to existing structures or

adjacent properties and it can be shown there are no conflicts with public utilities or public facilities.

(d) A land development application for the Site Plan Waiver shall be submitted to the Department of Plan Review and be accompanied by the required fee, a statement describing the proposed use, four (4) copies of the plan and a sealed bond estimate (if public improvements are proposed). If applicable, the application shall also be referred to the Zoning Administrator for review and approval.

(e) The Site Plan Waiver shall contain the following information, unless the Director determines such information is not necessary for the review and approval of the plan and that not providing the information will in no way adversely affect any public improvements or adjoining properties:

(1.) Existing topography with 2-foot contour intervals;
(2.) Property boundaries with dimensions;
(3.) Proposed topography with 2-foot contour intervals and applicable spot shots;
(4.) All existing on-site easements;
(5.) Setbacks of existing and proposed buildings to each property line;
(6.) Existing drainage structures and drainage divides;
(7.) Existing facilities, such as buildings, driveways, and fences;
(8.) Storm, water and sanitary sewer profiles as applicable;
(9.) Stormwater management and BMP controls, if applicable; and
(10.) Proposed improvements
(11.) The Applicant shall verify to the Director that the bonded value of any associated proposed public facilities is less than $50,000 and the proposed improvements do not require the approval of VDOT, FEMA, The Virginia Health Department and/or other State or Federal agencies.
(12.) Any existing floodplain limits shown on or adjacent to the project site.
(13.) Other information required by the Director as necessary to review and approve the construction drawings, not in conflict with the Town's required ordinances and specifications.
(14.) Easement or Dedication Plats (if applicable)

(f) A Final Site Plan or Minor Site Plan or Mini Site Plan application, as the case may be, will be required in accordance with the criteria set forth in sections 3.06 and 3.07 and 3.08 respectively if all conditions and restrictions set forth in this section cannot be met.

Sec. 3.10 Pre-application Procedure

Prior to submission of a Final Site Plan, a Minor Site Plan, a Mini Site Plan or Site Plan Waiver, the applicant should meet with the Director of Plan Review to present a concept plan of the proposed development and to participate in an informal conference regarding plans for development; however, representations concerning plans do not bind the Town or applicant.

If (1.) floodplain exists on, or is adjacent to, the site, or (2.) the site contains a watercourse, or is contiguous to a watercourse, with a drainage area greater than 50 acres upstream of the subject site, a pre-application meeting shall be required to discuss the impact the Town and/or FEMA floodplain has on the property, as well as the need for submission requirements of the floodplain and floodplain alteration studies as it relates to the submission of the Final Site Plan or Minor Site Plan.

Sec. 3.11 Filing of Final Site Plan

A complete application for approval of a Final Site Plan of a proposed development shall be submitted to the Director of Plan Review as set forth below. A complete application shall include the following:

(a) Three (3) copies of a completed application form for Final Site Plan approval in a form approved by the Director of Plan Review.

(b) Ten (10) copies each of the proposed Final Site Plan shall be submitted with the application.

(c) The applicant shall pay the fee required for filing a Final Site Plan when the application is submitted.

(d) Before consideration of Final Site Plan approval by the Director of Plan Review, the applicant shall execute an agreement in a form approved by the Town Attorney for compliance with this Division and installation of required improvements within two (2) years after Final Site Plan approval unless such period is extended by the Town Council and shall:

(1) Have installed all improvements required by this Division in accordance with construction plans approved by the Director of Plan Review in accordance with Section 3.12 and certify to the Town Council that construction costs have been paid to the person constructing such improvements; or

(2) Furnish a certified check payable to the Town of Leesburg in the amount of the estimated cost of construction, as determined by the Director of Plan Review, which sum shall be returned by the Town only upon completion, approval and acceptance of the improvements in strict conformity with the approved Final Site Plans; or

(3) Furnish a bond by a surety company or other guarantee satisfactory to the Town Council in an amount sufficient to cover the estimated costs of construction as determined by the Director of Plan Review and conditioned upon the construction of the required improvements in strict conformity with the approved Final Site Plans.

Sec. 3.12 Approval of Final Site Plan

(a) Review for Completeness and Technical Accuracy.

The Director shall conduct an initial review of the application and Final Site Plan for completeness and technical accuracy.

Within ten (10) working days of application submittal, the Director shall notify the applicant as to whether the plan has been accepted or rejected based on significant deficiencies in the proposed Final Site Plan application.

Applications for Final Site Plan approval which are deemed incomplete shall not be accepted until deficiencies have been properly addressed.

(b) Referral of an Application to Review Agencies.

Upon acceptance of a complete application the Director shall request additional copies of the complete application from the applicant and, upon receipt, shall forward the plan and related information to the following review agencies as necessary.

(1) Department of Plan Review

(2) Department Public Works Transportation Engineer

(3) Department of Utilities

(4) Department of Planning and Zoning

(5) Loudoun County Fire Plan Reviewer/Inspector

(6) Loudoun County Erosion and Sediment Control Program Manager

(7) Applicable utility companies

(8) Virginia Department of Transportation, when such application affects a road maintained by the Commonwealth of Virginia

(9) Any other Federal, State, Town or County agency, which may have cause to review the application.

If state agency approval of a feature or features of the Final Site Plan is necessary, the Director shall forward the final site plan to the appropriate state agency or agencies for review within 10 business days of receipt of the complete application.

(c) Detailed Staff Review of Application.

The Director shall coordinate the review by referral agencies. The official shall report in writing those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

(d) Director / Director of Utilities / Zoning Administrator Action.

If the Final Site Plan has been submitted to a state agency or agencies for review, the state agency or agencies shall complete the review within forty-five (45) days of receipt of the Final Site Plan. After receipt of approvals from all state agencies that have reviewed such plan, the Director shall act upon such final site plan within thirty-five (35) days. However, in no event shall the Director be required to approve a Final Site Plan in less than sixty (60) days from the date of original submission of the complete application.

If the Final Site Plan has not been submitted to a state agency or agencies for review, the Director shall act on the application within sixty (60) days of receipt of the complete application for review. The Director of Utilities and the Zoning Administrator shall take action on the associated construction drawings for public water and sanitary sewer services within this same time frame.

If the plan is disapproved, the Director shall notify the applicant (via a consolidated comment letter) of such disapproval and shall set forth in writing the reasons for disapproval. (The Director of Utilities and the Zoning Administrator shall provide the Director with their written comments within a pre-agreed upon time period so their comments can be included within the consolidated comment letter.)

If a Final Site Plan and/or the associated construction drawings are disapproved, the applicant may resubmit a complete application that has been modified and corrected, and the Director and Director of Utilities and the Zoning Administrator shall have forty-five (45) days from receipt of such Final Site Plan and/or the associated construction drawings to act.

Sec. 3.13 Filing of Town Capital Improvement Projects

Construction drawings shall be submitted to the Director of Capital Projects Management for review and approval.

Sec. 3.14 Approval of Town Capital Improvement Projects

(a) Review for Completeness and Technical Accuracy.

The Director of Capital Projects Management shall conduct an initial review of the application and Final Site Plan for completeness and technical accuracy.

(b) Referral of an Application to Review Agencies.

Upon acceptance of a complete application the Director of Capital Projects Management shall request additional copies of the complete application from the applicant and, upon receipt, shall forward the plan and related information to the following review agencies as necessary.

(1) Department of Plan Review

(2) Department Public Works Transportation Engineer

(3) Department of Utilities

(4) Department of Planning and Zoning

(5) Loudoun County Fire Plan Reviewer/Inspector

(6) Loudoun County Erosion and Sediment Control Program Manager

(7) Applicable utility companies

(8) Virginia Department of Transportation, when such application affects a road maintained by the Commonwealth of Virginia

(9) Any other Federal, State, Town or County agency, which may have cause to review the application.

If state agency approval of a feature or features of the Construction Plan is necessary, the Director of Capital Projects Management shall forward the construction plans to the appropriate state agency or agencies for review.

(c) Detailed Staff Review of Application.

The Director of Capital Projects Management shall coordinate the review by referral agencies. The Director of Capital Projects Management shall report in writing those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

(d) Director of Capital Projects Management / Director of Utilities / Zoning Administrator Action.

Applications submitted to Capital Projects Management will be reviewed in a time frame that allows plan approval within the schedule shown in the approved 6-year Capital Improvement Program.

Sec. 3.15 Filing of Minor or Mini Site Plans or Site Plan Waivers

An application for approval of a Minor or Mini Site Plan or Site Plan Waiver of a proposed development or Land Disturbing Activity shall be submitted to the Director as set forth below. A complete application shall include the following:

(a) Three (3) copies of a completed application form for Minor or Mini Site Plan or Site Plan Waiver approval in a form approved by the Director.

(b) Seven (7) copies each of the proposed Minor or Mini Site Plan or Site Plan Waiver shall be submitted with the application.

(c) The applicant shall pay the fee required for filing a Minor or Mini Site Plan or Site Plan Waiver when the application is submitted.

(d) Before consideration of Minor or Mini Site Plan or Site Plan Waiver approval by the Director, the applicant shall execute an agreement in a form approved by the Town Attorney for compliance with this Division and installation of required improvements within two (2) years after final approval of the Minor or Mini Site Plan or Site Plan Waiver unless such period is extended by the Town and shall:

(1) Have installed all improvements required by this Division in accordance with the Minor or Mini Site Plan or Site Plan Waiver approved by the Director in accordance with Section 3.16 and certify to the Town Council that construction costs have been paid to the person constructing such improvements; or

(2) Furnish a certified check payable to the Town of Leesburg in the amount of the estimated cost of construction, as determined by the Director, which sum shall be returned by the Town only upon completion, approval and acceptance of the improvements in strict conformity with the approved Minor or Mini Site Plan or Site Plan Waiver; or

(3) Furnish a bond by a surety company or other guarantee satisfactory to the Town Council in an amount sufficient to cover the estimated costs of construction as determined by the Director and conditioned upon the construction of the required improvements in strict conformity with the approved Minor or Mini Site Plan or Site Plan Waiver.

Sec. 3.16 Approval of Minor or Mini Site Plan or Site Plan Waiver

(a) Review for Completeness and Technical Accuracy.

The Director shall conduct an initial review of the application and Minor or Mini Site Plan or Site Plan Waiver for completeness and technical accuracy. Within ten (10) working days of application submittal, the Director shall notify the applicant as to whether the plan has been accepted or rejected based on significant deficiencies in the proposed Minor or Mini Site Plan or Site Plan Waiver application. Applications for Minor or Mini Site Plan or Site Plan Waiver approval which are deemed incomplete shall not be accepted until deficiencies have been properly addressed.

(b) Referral of an Application to Review Agencies.

Upon acceptance of a complete application the Director shall request additional copies of the complete application from the applicant and, upon receipt, shall forward the plan and related information to the following review agencies as necessary:

(1) Department of Plan Review

(2) Department of Utilities

(3) Department of Planning and Zoning

(4) Loudoun County Fire Plan Reviewer/Inspector

(5) Loudoun County Erosion and Sediment Control Program Manager

(6) Applicable utility companies

(7) Any other County or Town agency which may have cause to review the application.

(c) Detailed Staff Review of Application.

The Director shall coordinate the review by referral agencies. The official shall report in writing those corrections or additions deemed necessary by him and other officials or agencies interested in the application as soon as the comments are available.

(d) Director / Director of Utilities / Zoning Administrator Action.

The Director shall act on the application within sixty (60) days of receipt of the complete application for review. The Director of Utilities shall take action on the associated construction drawings for public water and sanitary sewer service within this same time frame. If the plan is disapproved, the Director shall notify the applicant (via a consolidated comment letter) of such disapproval and shall set forth in writing the reasons for disapproval. (The Director of Utilities and the Zoning Administrator shall provide the Director with their written comments within a pre-agreed upon time period so their comments can be included within the consolidated comment letter.)

If a Minor or Mini Site Plan or Site Plan Waiver and/or the associated construction drawings are disapproved, the applicant may resubmit a complete application that has been modified and corrected, and the Director and Director of Utilities and the Zoning Administrator shall have forty-five (45) days from receipt of such Minor or Mini Site Plan or Site Plan Waiver and/or the associated construction drawings to act.

Sec. 3.17 Minor Modifications to Approved Final Site Plans or Approved Minor Site Plans or Approved Mini Site Plans

(a) The Minor Modifications process is intended to allow the submission of revised insert sheets for minor modifications to approved Final Site Plans or approved Minor Site Plans or Approved Mini Site Plans of active projects prior to release of the associated performance bond. If no performance bond is associated with the project, insert sheets for revisions may be submitted prior to issuance of the final occupancy permit. The Revision's process is appropriate for any of the following:

(1) Additions to buildings or uses when such addition does not exceed 5,000 square feet or one-third (1/3) of the gross floor area of the building, whichever is smaller;

(2) Minor shifts in a building location by no more than 10 feet;

(3) A new freestanding accessory building of not more than a total of 500 square feet;

(4) Reconfiguration of architectural features;

(5) Additions or alterations to provide an accessibility improvement;

(6) Internal rearrangement or minor expansion (no more than 10%) of a parking lot;

(7) Changes to walkways or landscape plans;

(8) Adjustments to underground utilities;

(9) Adjustments in grading.

(b) All revision sheet applications shall be submitted to the Director with the following:

(1) A cover letter explaining the revisions made to the approved plans;

(2) Five (5) copies of the revision sheets;

(3) Minor Modifications' review fee.

Sec. 3.18 Required Contents of Final Site Plans

(a) All Final Site Plans shall be prepared showing compliance with these regulations, the Leesburg Zoning Ordinance, and the Leesburg Design and Construction Standards Manual, latest edition. The Director shall have the authority to waive certain submittal requirements for Final Site Plans, if it is determined such information is not necessary for the review and approval of the plans and that not providing the information will in no way affect any public improvements, adversely affect adjoining properties, or conflict with any other requirements of the Leesburg Zoning Ordinance or the Subdivision and Land Development Regulations. Such waivers must be approved prior to submission of the construction drawings.

(b) All Final Site Plans shall include the following minimum information in general conformance with the Leesburg Design and Construction Standard Manual, Section 10-120 to include but not be limited to:

(1) General Information.

((a)) Name of the proposed development.

((b)) Proposed use(s) of the property.

((c)) Names and addresses of owner(s) of record and of the applicant.

((d)) Names of any holders of easements affecting the property.

((e)) Names, addresses, signatures, and registrations of professionals preparing the Final Site Plan.

((f)) Deed reference, property identification number (PIN).

((g)) Date plan was drawn and date of any revision.

((h)) Vicinity map at a scale of not less than six inches equals one mile, indicating thereon roads and their names and numbers, Town Corporate Limits, subdivisions and other landmarks.

((i)) Boundary survey, with an error of closure within the limit of one in twenty thousand, related to the true meridian or the Virginia State Grid with minimum of four grid coordinate tick marks.

((j)) Existing zoning, including any proffers associated with the property.

((k)) All covenants and restrictions which will run with the land.

((l)) Names and addresses of all adjoining property owners, including proof that all such property owners have been notified in writing by the applicant that the Final Site Plan will be filed with the Town. Such notification shall be in a form approved by the Land Development Official. Notice sent by certified mail to the last known address of such owners as shown on the current real estate tax assessment books shall be deemed adequate compliance with this requirement.

((m)) Proof of any approved special exceptions, variances, modifications or waivers necessary for the development.

((n)) The accurate outlines, dimensions and purposes of all property which is to be reserved by deed covenant for the common use of the property owners.

((o)) The accurate outline, dimensions and purposes of all property which is offered for dedication or is to be reserved for acquisition for public use.

((p)) When the development consists of property with more than one current land owner, the outlines of the various parcels shall be indicated by dashed lines, and identification of the respective parcels placed on the plan.

((q)) Identification of all private streets, indicating public and/or emergency vehicle ingress-egress easements.

((r)) Proof of all prior Town approvals required prior to Final Site Plan submission.

(1) Rezoning	No.	Date
(2) Special Exception	No.	Date
(3) Variance	No.	Date
(4) Historic District Zoning Permit	No.	Date
(5) Waivers	No.	Date

((s)) DCSM Modification Requests shown on cover sheet and all other applicable sheets clearly indicating the modifications requested.

((t)) Frontage Improvements (if none currently exist or if existing frontage does not meet current standards).

((u)) Town Floodplain Limits for all drainage sheds over 50 acres located on or adjacent to the site.

((v)) All required Erosion and Sedimentation Controls.

((w)) All other requirements of the DCSM.

(2) Project Tabulations.

((a)) Gross acreage of the total lot area to the nearest one-tenth of an acre.

((b)) Number of lots.

((c)) Number of parking spaces required and provided based on the proposed use.

((d)) Proposed permitted uses by square footage and total square footage of buildings proposed.

((e)) Interior parking lot landscaping tabulations.

((f)) Total landscaping area tabulations.

((g)) Height of buildings.

((h)) Setbacks required and provided.

((i)) Buffer Yards required and provided.

((j)) Maximum allowable and proposed floor area ratio (F.A.R.)

(3) Existing Site Conditions.

The Final Site Plan shall illustrate the following conditions:

((a)) Map of survey of the property boundary certified by a Commonwealth of Virginia Certified Land Surveyor with all existing property lines and dimensioned limits of area subject to Final Site Plan approval if different than boundary.

((b)) Existing topography with maximum of two-foot contours for the entire site and include a minimum 25 foot overlap beyond property boundaries.

((c)) Location and full width of existing driveways and access points on the property and within 200 feet of the site.

((d)) Location and full width of existing roadways and right-of-way within 200 feet of the site.

((e)) Boundaries, purposes, and widths of all easements.

((f)) All survey monuments, lot corners, block markers, and benchmarks, together with their description, including location and description of all U.S.G.S. survey control monuments, or equivalent.

((g)) Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps.

((h)) All overland watercourses and drainage structures within the development and within 100 feet of the development.

((i)) Existing uses and zoning of all adjoining properties.

((j)) Indication of areas of tree cover on the property, including areas where tree protection or preservation measures will be taken. All trees with a diameter at breast height (dbh) of 18 inches or greater shall be specifically identified on the plan.

((k)) Identification of all existing slopes greater than or equal to 15 percent, and further delineation of slopes greater than or equal to 25 percent.

((l)) Exact location of existing buildings and parking areas within the site and approximate location of buildings and parking areas adjacent to or across the street from the proposed development.

((m)) Archeological, natural and historical features and landmarks. The plan shall be revised to delineate such as discovered during the review process.

((n)) Identification and location of areas of contamination, remediation, and other adverse environmental conditions of the property.

((o)) Identification and location of any grave, object, or structure marking a place of burial.

(4) Graphic Requirements.

((a)) All sheets shall be clearly and legibly drawn at a scale no more than 30 feet to the inch, with north arrow, on numbered sheets 24 x 36 inches in size, which shall be clearly marked Final Site Plan.

((b)) Location, right-of-way width and typical pavement section of all proposed entrances, parking lots, spaces, aisles, sidewalks, and trails.

((c)) The yard requirements and the dimensioned building footprint, dimensioned layout of all site improvements with all dimensions tied to the boundary survey at all lot boundaries.

((d)) An indication of phases or section within the proposed development and the order of development.

((e)) A soil overlay map at a scale of not less than one inch equals 200 feet with an accompanying narrative.

((f)) Drainage improvements proposed in the Town's Stormwater Management Master Plan within the development or within 100 feet of the development, including layout of all provisions for collecting and discharging surface drainage.

((g)) Location and size of existing and proposed public open spaces within and adjacent to the development.

((h)) Location and size of all parcels of land and easements proposed to be dedicated for public use and the conditions of each dedication including temporary dedication for cul-de-sacs.

((i)) If the Leesburg Zoning Ordinance requires the provision of a buffer yard, the plan shall indicate the type and location of the buffer yards proposed.

((j)) All proposed connections to existing water lines, sanitary sewer lines, and storm drainage structures.

((k)) If modifications to the Town and/or FEMA 100-year floodplain are proposed, the plan shall indicate the existing and proposed limits of such floodplain.

((l)) Identification of tree protection and tree preservation areas within the site with specific identification of any heritage, specimen, or memorial trees, including methods for preservation.

((m)) Design of facilities proposed within common open space areas.

((n)) Location of proposed fire hydrants and/or distance to nearest existing fire hydrant.

((o)) Airport Noise Zone limits (Ldn 65) as defined on the Airport Master Plan and any other Noise Abatement District or Corridor as defined in the Leesburg Design and Construction Standards Manual, if applicable.

((p)) Proposed topography with maximum of two-foot contours.

(5) Other information.

((a)) Use Town of Leesburg standard cover sheet, latest edition.

((b)) A deed of dedication with plat and/or deed of easement with plat for all rights-of-way, easements, or other properties which will be conveyed to the Town of Leesburg as a result of the development, in a form approved by the Town Attorney.

((c)) If the development is not to be served by public water and sanitary sewer facilities, written approval of the proposed location of wells and sewage disposal systems shall be obtained from the Loudoun County Health Director or his designee and submitted with the plan.

((d)) If requested, a stakeout plan, along with a certificate indicating that the property has been staked in accordance with the plan. Stakes shall be placed at 100-foot intervals along the approximate center line of public and private roads. In addition, all parcel corners and proposed entrances shall be staked. The stakeout plan and field stakes shall have a corresponding reference system. Field stakes must be clearly visible; however, trees with a diameter of six inches or more should not be cleared for these purposes.

((e)) 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.

((f)) Outline of proposed deed covenants, which may affect the type or location of structures, use of properties, or access to public rights-of-way, if applicable.

((g)) If the proposed development includes any area designated in the Town Plan as proposed sites for schools, parks, bike paths, or other public uses, the plan shall include a statement regarding the applicant's intention to provide such public use(s).

((h)) The application shall include information related to the projected traffic generated by the property and the need for turn lanes and similar improvements. Furthermore, if the development is expected to generate 500 vehicles per day or more, a traffic study shall be submitted in accordance with the Leesburg Design and Construction Standards Manual, latest edition.

((i)) The applicant shall provide a digital image file for all approved and as-built plans in a format that is acceptable to the Town.

Sec. 3.19 Required Contents of Town Capital Improvement Plans

(a) All Town Capital Improvement Plans shall be prepared showing compliance with these regulations, the Leesburg Zoning Ordinance, and the Leesburg Design and Construction Standards Manual, latest edition. The Director shall have the authority to waive certain submittal requirements for Town Capital Improvement Projects, if it is determined such information is not necessary for the review and approval of the plans and that not providing the information will in no way affect any public improvements, adversely affect adjoining properties, or conflict with any other requirements of the Leesburg Zoning Ordinance or the Subdivision and Land Development Regulations. Such waivers must be approved prior to submission of the construction drawings.

(b) All Town Capital Improvement Plans shall include the following minimum information in general conformance with the Leesburg Design and Construction Standard Manual, Section 10-120 to include but not be limited to:

(1) General Information.

((a)) Name of the proposed Capital Improvement Project.

((b)) All information shown on the latest version of the Capital Projects Management "Construction Drawing Checklist for Capital Improvement Program Projects

((c)) Names of any holders of easements affected by the project.

((d)) Names, addresses, seal, signatures, and registrations of professionals preparing the Construction Drawings.

((e)) Date plan was drawn and date of any revisions.

((f)) Vicinity map at a scale of not less than 1"=1000', indicating thereon roads and their names and numbers, Town Corporate Limits, subdivisions and other landmarks.

((g)) Boundary survey (when appropriate), with an error of closure within the limit of one in ~~ten~~ twenty thousand, related to the true meridian or the Virginia State Grid with minimum of four grid coordinate tick marks.

((h)) When required, Names and addresses of all adjoining property owners, including proof that all such property owners have been notified in writing by the Town or designee that the Construction Plan is under review by the Town. Such notification shall be in a form approved by the Director. Notice sent by certified mail to the last known address of such owners as shown on the current real estate tax assessment books shall be deemed adequate compliance with this requirement.

((i)) The accurate outline, dimensions and purposes of all property which is offered for dedication or is to be reserved for acquisition for public use.

((j)) When the development consists of property with more than one current land owner, the outlines of the various parcels shall be indicated by dashed lines, and identification of the respective parcels placed on the plan.

((k)) DCSM Modification Requests shown on cover sheet and all other applicable sheets clearly indicating the modifications requested.

((l)) Town Floodplain Limits for all drainage sheds over 50 acres located on or adjacent to the site.

((m)) All required Erosion and Sedimentation Controls.

((n)) All other applicable requirements of the DCSM.

(2) Project Tabulations (may not apply to linear projects).

((a)) Gross acreage of the total lot area to the nearest one-tenth of an acre.

((b)) Number of lots.

((c)) Number of parking spaces required and provided based on the proposed use.

((d)) Proposed permitted uses by square footage and total square footage of buildings proposed.

((e)) Interior parking lot landscaping tabulations.

((f)) Total landscaping area tabulations.

((g)) Height of buildings.

((h)) Setbacks required and provided.

((i)) Buffer Yards required and provided.

((j)) Maximum allowable and proposed floor area ratio (F.A.R.)

(3) Existing Site Conditions.

The Final Construction Plan shall illustrate the following conditions:

((a)) Map of survey of the property boundary certified by a Commonwealth of Virginia Certified Land Surveyor with all existing property lines and dimensioned limits of area subject to Final Construction Plan approval if different than boundary.

((b)) Existing topography with maximum of two-foot contours for the entire site and include a minimum 25 foot overlap beyond project boundaries.

((c)) Location and full width of existing driveways and access points on the property and within 200 feet of the project.

((d)) Location and full width of existing roadways and right-of-way within 200 feet of the project.

((e)) Boundaries, purposes, and widths of all existing easements.

((f)) All survey monuments, lot corners, block markers, and benchmarks, together with their description, including location and description of all U.S.G.S. survey control monuments, or equivalent found or used to develop the project.

((g)) Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps with FEMA Map Panel Number.

((h)) All overland watercourses and drainage structures within 100 feet of the project.

((i)) Existing uses and zoning of all adjoining properties.

((j)) Indication of areas of tree cover on the property, including areas where tree protection or preservation measures will be taken. All trees with a diameter at breast height (dbh) of 18 inches or greater shall be specifically identified on the plan.

((k)) Exact location of existing buildings and parking areas within the site and approximate location of buildings and parking areas within the limits of or adjacent to the proposed project.

((l)) Archeological, natural and historical features and landmarks. The plan shall delineate such per known records or be revised as discovered during the review and construction process.

((m)) Identification and location of areas of contamination, remediation, and other adverse environmental conditions within the project limits.

((o)) Identification and location of any grave, object, or structure marking a place of burial.

(4) Graphic Requirements.

((a)) All sheets shall be clearly and legibly drawn at a scale no more than 30 feet to the inch, with north arrow, on numbered sheets 24 x 36 inches in size.

((b)) Location, right-of-way width and typical pavement section of all proposed improvements.

((c)) The yard requirements and the dimensioned building footprint, dimensioned layout of all site improvements with all dimensions tied to the boundary survey at all lot boundaries (may not apply to linear projects).

((d)) An indication of phases or section within the proposed development and the order of construction.

((e)) Drainage improvements proposed in the Town's Stormwater Management Master Plan within the project limits or within 100 feet of the project limits, including layout of all provisions for collecting and discharging surface drainage.

((f)) Location and size of all right of way dedications and easements proposed to be dedicated for public use and the conditions of each dedication including temporary dedication for cul-de-sacs when applicable.

((g)) All proposed connections to existing water lines, sanitary sewer lines, and storm drainage structures.

((h)) If modifications to the Town and/or FEMA 100-year floodplain are proposed, the plan shall indicate the existing and proposed limits of such floodplain.

((i)) Identification of tree protection and tree preservation areas within the site with specific identification of any heritage, specimen, or memorial trees, including methods for preservation.

((j)) Location of proposed fire hydrants and/or distance to nearest existing fire hydrant.

((k)) Airport Noise Zone limits (Ldn 65) as defined on the Airport Master Plan and any other Noise Abatement District or Corridor as defined in the Leesburg Design and Construction Standards Manual, if applicable.

((l)) Proposed topography with maximum of two-foot contours and proposed spot shots at specified locations.

(5) Other information.

((a)) A deed of dedication with plat and/or deed of easement with plat for all rights-of-way, easements, or other properties which will be conveyed to the Town of Leesburg as a result of the Capital Improvement Project, in a form approved by the Town Attorney.

((b)) If the project requires relocation of wells or septic systems, approval shall be obtained from the Loudoun County Health Director or his designee.

((c)) When applicable, the project shall include information related to the actual and projected traffic counts in the vicinity of the Capital Improvement Project to determine the need for and lengths of turn lanes and other similar improvements. When a traffic study is required, it shall be prepared and submitted in accordance with the Leesburg Design and Construction Standards Manual, latest edition.

((d)) The applicant shall provide a digital image file for all approved and as-built plans in a format that is acceptable to the Town.

Sec. 3.20 Required Contents of Minor Site Plan and Mini Site Plan

(a) All Minor and Mini Site Plans shall be prepared showing compliance with the regulations of all applicable sections of the Leesburg Zoning Ordinance as well as the Leesburg Design and Construction Standards Manual, latest editions. The Director shall have the authority to waive certain submittal requirements for Minor and Mini Site Plans, if it is determined such information is not necessary for the review and approval of the plans and that not providing the information will in no way affect any public improvements, adversely affect adjoining properties, or conflict with any other requirements of the Leesburg Zoning Ordinance or the Subdivision and Land Development Regulations. Such waivers must be approved prior to submission of the construction drawings.

(b) All Minor and Mini Site Plans shall include the following minimum information in general conformance with the Leesburg Design and Construction Standard Manual, Section 10-120 to include but not be limited to:

(1) General Information.

((a)) Name of the proposed development.

((b)) Proposed use(s) of the property.

((c)) Names and addresses of owner(s) of record and of the applicant.

((d)) Names of any holders of easements affecting the property.

((e)) Names, addresses, signatures, and registrations of professionals preparing the Minor or Mini Site Plan.

((f)) Deed reference, and property identification number (PIN).

((g)) Date plan was drawn and date of any revisions.

((h)) Vicinity map at a scale of not less than six inches equals one mile, indicating thereon roads and their names and numbers, Town Corporate Limits, subdivisions and other landmarks.

((i)) Boundary survey, with an error of closure within the limit of one in twenty thousand, related to the true meridian or the Virginia State Grid with minimum of four grid coordinate tick marks.

((j)) Existing zoning, including any proffers associated with the property.

((k)) All covenants and restrictions which will run with the land.

((l)) Names and addresses of all adjoining property owners.

((m)) When the development or land disturbing activity consists of property with more than one current land owner, the outlines of the various parcels shall be indicated by dashed lines, and identification of the respective parcels placed on the plan.

((n)) Identification of all private streets, indicating public and/or emergency vehicle ingress-egress easements.

((o)) Proof of all prior Town approvals required prior to Minor or Mini Site Plan submission.

(1) Rezoning	No.	Date
(2) Special Exception	No.	Date
(3) Variance	No.	Date
(4) Historic District Zoning Permit	No.	Date
(5) Waivers	No.	Date

((p)) DCSM Modification Requests shown on cover sheet and all other applicable sheets clearly indicating the modifications requested.

((q)) Frontage Improvements (if none currently exist or if the existing frontage does not meet current standards).

((r)) Storm Water Management, Best Management Practice, and Adequate Outfall Computations and Narratives.

((s)) Town Floodplain Limits for all drainage sheds over 50 acres located on or adjacent to the site.

((t)) All required Erosion and Sedimentation Controls

((u)) All other requirements of section 10-135 of the DCSM

(2) Project Tabulations.

((a)) Gross acreage of the total lot area to the nearest one-tenth of an acre.

((b)) Number of lots.

((c)) Number of parking spaces required and provided based on the proposed use.

((d)) Proposed permitted uses by square footage and total square footage of buildings proposed.

((e)) Interior parking lot landscaping tabulations.

((f)) Total landscaping area tabulations. (as needed)

((g)) Height of buildings.

((h)) Setbacks required and provided.

((i)) Buffer Yards required and provided.

((j)) Maximum allowable and proposed floor area ratio (F.A.R.).

(3) Existing Site Conditions.

((a)) Map of survey of the property boundary certified by a Commonwealth of Virginia Certified Land Surveyor with all existing property lines and dimensioned limits of area subject to Minor or Mini Site Plan approval if different than boundary.

((b)) Existing topography with maximum of two-foot contours for the entire site and include a minimum 25 foot overlap beyond property boundaries.

((c)) Location and full width of existing driveways and access points on the property and within 200 feet of the site.

((d)) Location and full width of existing roadways and right-of-way within 200 feet of the site.

((e)) Boundaries, purposes and widths of all easements.

((f)) All survey monuments, lot corners, block markers, and benchmarks, together with their descriptions.

((g)) Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps.

((h)) All overland watercourses and drainage structures within the development or within 100 feet of the development.

((i)) Existing uses and zoning of all adjoining properties.

((j)) Indication of areas of tree cover on the property, including areas where tree protection or preservation measures will be taken. All trees with a diameter at breast height (dbh) of 18 inches or greater shall be specifically identified on the plan.

((k)) Identification of all existing slopes greater than or equal to 15 percent, and further delineation of slopes greater than or equal to 25 percent.

((l)) Exact location of existing buildings and parking areas within the Minor or Mini Site Plan and approximate location of buildings and parking areas adjacent to or across the street from the proposed development.

((m)) Archeological, natural and historical features, and landmarks. The Minor or Mini Site Plan shall be revised to delineate such, as discovered during the review process.

(4) Graphic Requirements.

((a)) All sheets shall be clearly and legibly drawn at a scale no more than 30 feet to the inch, with north arrow, on numbered sheets 24 x 36 inches in size, which shall be clearly marked Minor or Mini Site Plan.

((b)) Location, right-of-way width and typical pavement section of all proposed entrances, parking lots, spaces, aisles, sidewalks, and trails.

((c)) The yard requirements and the dimensioned building footprint, dimensioned layout of all site improvements with all dimensions tied to the boundary survey at all lot boundaries.

((d)) A soil overlay map at a scale of not less than one inch equals 200 feet with an accompanying narrative.

((e)) Drainage improvements proposed in the Town's Stormwater Management Master Plan within the development or within 100 feet of the development. Including layout of all provisions for collecting and discharging surface drainage.

((f)) Location and size of existing and proposed public open spaces within and adjacent to the development.

((g)) Location and size of all parcels of land and easements proposed to be dedicated for public use and the conditions of each dedication including temporary dedication for cul-de-sacs.

((h)) If the Leesburg Zoning Ordinance requires the provision of a buffer yard, the plan shall indicate the type and location of the buffer yards proposed.

((i)) All proposed connections to existing water lines, sanitary sewer lines, and storm drainage structures.

((j)) If modifications to the Town and/or FEMA 100-year floodplain are proposed, the Minor or Mini Site Plan shall indicate the existing and proposed limits of such floodplain.

((k)) Identification of tree protection and tree preservation areas within the site with specific identification of any heritage, specimen, or memorial trees, including methods for preservation.

((l)) Design of facilities proposed within common open space areas, including the number of parking spaces proposed, if any.

((m)) Location of proposed fire hydrants and/or distance to nearest existing fire hydrant.

((n)) Airport Noise Zone limits (Ldn 65) as defined on the Airport Master Plan and any other Noise Abatement District or Corridor as defined in the Leesburg Design and Construction Standards Manual, if applicable.

((o)) Proposed topography with maximum of two-foot contours.

(5) Other information.

((a)) Use Town of Leesburg standard cover sheet, latest edition.

((b)) A deed of dedication with plat and/or deed of easement with plat for all rights-of-way, easements, or other properties which will be conveyed to the Town of Leesburg as a result of the development, in a form approved by the Town Attorney.

((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.

((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 (if applicable).

((e)) The application shall be required to include information related to the projected traffic generated by the property. In certain situations, the applicant shall address the need for turn lanes and similar improvements if necessary.

((f)) The applicant shall provide a digital image file of all approved and as-built plans in a format that is acceptable to the Town.

Sec. 3.21 Review and Approval of Dedication / Easement Plats (Associated with Site Plans, Minor Site Plans, Mini Site Plans and Site Plan Waivers as well as Town Managed Capital Improvement Projects)

Prior to approval of construction drawings, the applicant shall submit, obtain approval of and record the final version of the Dedication / Easement Plat reflecting all proposed Right of Way and Easements required by the associated construction drawings. The Dedication / Easement Plat and application shall contain all information required by these Subdivision and Land Development Regulations.

(a) Conformance with Associated Construction Drawings.

The Dedication / Easement Plat(s) shall depict all proposed Right of Way and Easements shown on the associated construction drawings.

(b) Submission of Dedication / Easement Plat(s).

An application for approval of a Dedication / Easement Plat(s) associated with a proposed Site Plan, Minor Site Plan, Mini Site Plan, Site Plan Waiver, or Town Managed Capital Improvement Project shall be submitted to the Director and shall include the following:

(1) An application for Dedication / Easement Plat(s) approval in a form approved by the Director.

(2) Five (5) copies of the proposed Dedication / Easement Plat(s).

(3) The application fee required for filing the Dedication / Easement Plat(s).

(4) Any agreements guaranteeing the installation of public improvements, as shown on the approved construction drawings (if applicable).

(c) Review for Completeness and Technical Accuracy.

The Director shall review the plat for compliance with the associated construction drawings, the Leesburg Zoning Ordinance and all applicable provisions of this ordinance. The applicant shall, within fifteen (15) working days of the submission of the final version of the plat, be notified as to whether the plat has been accepted or rejected, based on whether or not it is a complete application.

(d) Director - Review and Action on Dedication / Easement Plat(s).

The Dedication / Easement Plat(s) should be submitted no later than with the second submission of the construction drawings to allow it to be reviewed concurrently with the review of the construction drawings. The Director shall take action to approve or disapprove the Dedication / Easement Plat(s) within sixty (60) days of the time the plat is accepted. If the Dedication / Easement Plat(s) is disapproved, the Director shall notify the applicant, in writing, stating the reasons for the disapproval and indicating the modifications or corrections necessary for approval of the plat. The applicant may resubmit the Dedication / Easement Plat(s), indicating how the deficiencies have been corrected. If a disapproved plat is resubmitted with modifications and corrections, the Director shall act on the plat within forty-five (45) days after it has been accepted.

Sec. 3.22 Recordation of Dedication / Easement Plat(s)

The applicant shall file or record the approved Dedication / Easement Plat(s) with the Clerk of Circuit Court of Loudoun County within six (6) months of the date of final approval by the Director and shall also furnish the Director with the following:

(a) Proof of recordation of the final plat, in a form approved by the Director; and

(b) Five (5) prints and three (3) copies and the original of the associated deed. The applicant shall also submit one (1) copy of the final plat to the Loudoun County Commissioner of Revenue. If the applicant fails to file or record the final plat and provide the copies as required above, final plat approval shall be withdrawn by the Director and the applicant shall be notified that the Dedication / Easement Plat(s) has been marked "VOID".

Sec. 3.23 Required Contents of Dedication / Easement Plats

(a) Required Contents of Plats, Generally.

All final dedication / easement plats shall provide all the facts necessary to show compliance with these Subdivision and Land Development Regulations. The Director shall have the authority to waive certain submittal requirements for plats, if it is determined such information is not necessary for the review and approval of the plat and that not providing the information will in no way affect any public improvements, adversely affect adjoining properties, or conflict with any other requirements of the Leesburg Zoning Ordinance or the Subdivision and Land Development Regulations. Such waivers must be approved prior to submission of the plat.

(b) Dedication / Easement Plat Contents.

Unless a waiver is approved, as authorized in paragraph (a) above, all applications for Dedication / Easement Plat approval shall be accompanied by the following information:

(1) General Information.

((a)) In the title block include: Title of plat, name of subdivision and / or owner's name as applicable, name of the Town, County and State on all sheets.

((b)) Existing Zoning of the affected and adjacent properties.

((c)) Names of owner(s) of record for the affected properties.

((d)) Names, addresses, signatures, and registrations of professionals preparing the plat.

((e)) Applicable Deed reference, Property Identification Number (PIN) of the affected properties.

((g)) Date of plat preparation and dates of any revisions.

((h)) Vicinity map at a scale not less than 1"=1000' indicating thereon roads and their names and route numbers, Town Corporate Limits, subdivisions, and other landmarks.

((i)) Description and location of existing easements with recordation information affecting the plat.

((j)) A 2" by 6" signature approval block for the Director to certify that the proposed easements and right-of-way dedication comply with the Subdivision and Land Development Regulations.

((k)) Note to state whether or not a current Title Report was furnished during the preparation of the plat.

((l)) Reference recorded covenants and restrictions, which will run with the land.

((m)) Add a statement that the land boundary survey shown is based on a current field survey or from existing deed of record. (Street dedication may require a current field survey.)

(2) Plat Tabulations.

((a)) Total area of original lot(s), dedication area and remainder of lot(s). in tabular form; Expressed to nearest square foot or nearest ten thousandth of an acre (0.0000) or to the degree of accuracy shown on the recorded deed and associated plat from which the new plat is based upon.

((b)) Total area of each proposed easement and or right-of-way dedication area shown on the final plat. Expressed to nearest square foot or nearest ten thousandth of an acre (0.0000) or to the degree of accuracy shown on the recorded deed and associated plat from which the new plat is based upon. (Capital projects only.)

((c)) Complete curve data table for all curves for all easements and right-of-way dedications showing: delta, radius, arc, tangent, chord, and chord bearing.

(3) Existing Site Conditions. The plat shall illustrate the following conditions:

((a)) Names of all adjoining property owners; also show departing property lines, existing zoning and GPINs'.

((b)) Accurate location of Town Corporate Limit Line, if within the limits of the project or within 100 feet thereof.

((c)) Boundary information referenced on the plat shall be shown consistent with the approved Boundary Survey included with all types of Site Plans or Related Recorded Plats or Certified Map of Survey with all Town Capital Improvement Projects.

((d)) Boundary information referenced on the Right of Way and or Easement plat is required to close with an error of closure within the limit of one in twenty thousand, be related to the true meridian, deed bearing system or the Virginia State Grid and include a minimum of four coordinate tick marks.

((e)) When the property affected by a proposed easement or right-of-way dedication consists of land with more than one current land owner, outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts placed on the plat.

((f)) Accurate location of existing and platted streets, their names, route numbers, centerline of right of way or centerline of improvements as applicable with dimensions from centerline.

((g)) Accurate location of existing easements, public or private which are upon the property, including recordation information.

((h)) Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps and provide FEMA Map Panel Number when a new floodplain easement is being proposed.

(4) Graphic Requirements.

((a)) All sheets shall be clearly and legibly drawn at a scale not less than 50 feet to the inch, with north arrow, on numbered sheets 18 x 24 inches in size, which shall be clearly marked as a Dedication and/ or Easement Plat. If more than one sheet is necessary, a match line and corresponding sheet numbering system shall be provided.

((b)) All Text height shall have a minimum height of one tenth of an inch (0.10")

((c)) Graphical bar scale

((d)) Legend provided for non-standard symbols and undefined line types, shading, hatching or abbreviations.

((e)) All proposed right-of-way clearly labeled and defined with centerline of existing right of way or centerline of improvements as applicable with dimensions from centerline. Dimensions shall be tied to the existing and the proposed right-of-way lines.

((f)) All proposed easements (permanent and temporary) clearly labeled and defined, identified with widths and centerlines dimensioned along the centerline, when feasible, and tied to boundary lines and/or C/L or edge of existing easement(s).

((g)) If modifications to either the Town or FEMA 100-year floodplain are proposed, the plat shall indicate the existing and proposed limits of such floodplain.

((h)) All dimensions of all lots and parcels shown in feet, and decimals of a foot to the closest one-one hundredth of a foot; all bearings in degrees, minutes and the nearest second.

(5) Other Information.

((a)) A deed of dedication and/or deed of easement for all rights-of-way or easements which will be conveyed to the Town of Leesburg as a result of the project, in a form approved by the Town Attorney.