



Department of Planning & Zoning
25 West Market Street, Leesburg, Virginia 20176
(703) 771-2765/Fax (703) 771-2724

www.leesburgva.gov/planning

TRAILER PERMIT

TLTP- _____ - _____

Submittal Requirements: A site plan at a scale of not less than 1"= 20' shall be submitted with each application, indicating the location of the trailer; access to a public street; required parking; safety barrier; lighting and proposed water and sewer connection, if applicable and all landscaping and screening (sales trailer only). Trailers shall be located in a manner that minimizes the impact on adjacent properties. Efforts should be taken to minimize storage and construction trailer visibility with natural and man-made screening and by maximizing distances between trailers and public roadways. Storage and construction trailers shall be located on the same lot or property where a building or structure is being erected. Sales Trailers for residential subdivisions shall be located within the recorded subdivision.

NAME OF FIRM: _____ PHONE: _____

ADDRESS: _____

PROPERTY OWNER: _____ PHONE: _____

OWNER ADDRESS: _____

TRAILER

LOCATION: _____ Lot# _____

MCPI# : _____ Subdivision: _____

PLACEMENT DATE: _____ REMOVAL DATE: _____

APPLICANT NAME: _____ PHONE: _____

EMAIL: _____

SIGNATURE: _____

TRAILER TYPE: STORAGE (check one) CONSTRUCTION OFFICE RESIDENTIAL SALES OFFICE TEMPORARY OFFICE (PUBLIC SERVICE ONLY)

Table with 2 columns: FEE SCHEDULE and REQUIRED REMOVAL GUARANTEE (CASH BOND). Rows include Storage (\$20.00/\$300.00), Office (\$50.00/\$500.00), and Sales (\$100.00/\$3,000.00).

NOTE: AT NO TIME SHALL A PERMITTED TRAILER BE USED AS LIVING QUARTERS.

TRAILER PERMIT IS VALID FOR ONE YEAR FROM ISSUE DATE OF PERMIT.

FEE PAID:\$ _____ REMOVAL BOND POSTED:\$ _____

RECEIPT #: _____ Zoning Administrator for LDO & Town Manager Date