



**Town of Leesburg
Department of Planning and Zoning
Department of Plan Review**

VDOT 527 Review Applicability Certification Process

Applicability

The VDOT 527 review process is applicable to land development applications that substantially affect state-controlled highways. Applicants should consult the Traffic Impact Analysis Regulations' Administrative Guidelines. These guidelines can be found on VDOT's website <http://www.virginiadot.org/projects/chapter527>. Land development applications that may be applicable include Amendments to Comprehensive Plans, Rezoning, and Special Exceptions. Staff has attached a map of the Town of Leesburg highlighting (in blue) all road segments within the Town that it believes are within 3,000 feet of all State-maintained road, as measured along public streets, to assist in determining the applicability of VDOT 527 review.

Submittal Requirements

Submissions of the above mentioned land development applications must include a *VDOT 527 Review Process Applicability Certification*. It shall be the responsibility of the applicant to determine and certify herein whether the proposed land development application is subject to VDOT 527 regulations. *VDOT 527 Review Process Applicability Certification* form is required with any completed land development application.

Depending on the nature of the land development application, the VDOT 527 review package must initially be submitted to the Department of Planning and Zoning. If applicable, the Applicant must include all required VDOT 527 review documents and fees. Once the land development application is accepted, the Town will refer the VDOT documentation and fees to VDOT within 10 business days. It should be noted that the Town is **not** responsible for determining completeness of the VDOT 527 review package submission.

Additional Contacts

Should you have further 527 VDOT processing questions, you may contact the Town of Leesburg or VDOT for more clarification as follows:

- Calvin Grow, Transportation Engineer -Department of Public Works
(703) 771- 2790, cgrow@leesburgva.gov
- Tom Van Poole, VDOT Northern Virginia Land Development Section
(703) 383-2424, NOVAinfo@vdot.state.va.us



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VDOT 527 Review Process Applicability Certification

Certification

The following certification must be completed and submitted at the time of the initial submission of the land development application package to the Department of Planning and Zoning.

Type of Application: _____

Nearest intersection to the location of the site entrance:

Direct access to state-controlled highway: Yes No

Is the property within 3,000 linear feet, measured along public roads or streets, to a state-controlled highway: Yes No

(Residential Use) Number of Dwelling Units: _____

(Non-res) Number of vehicle trips per peak hour of the generator: _____

(Non-res) Number of vehicle trips per day at access to state-controlled highway: _____

I, the undersigned, do hereby certify that the VDOT 527 review process as referenced in §15.2-22221 of the Code of Virginia and 24 VAC 30-155 of the VDOT regulations

is not applicable [] is applicable

to the attached land development application. If applicable, I do further certify that the required submission materials and fees specified in 24 VAC 30-155 of the VDOT regulations are included in this submission.

Traffic Consultant or Applicant's Name (Print or Type)

Traffic Consultant or Applicant's Signature