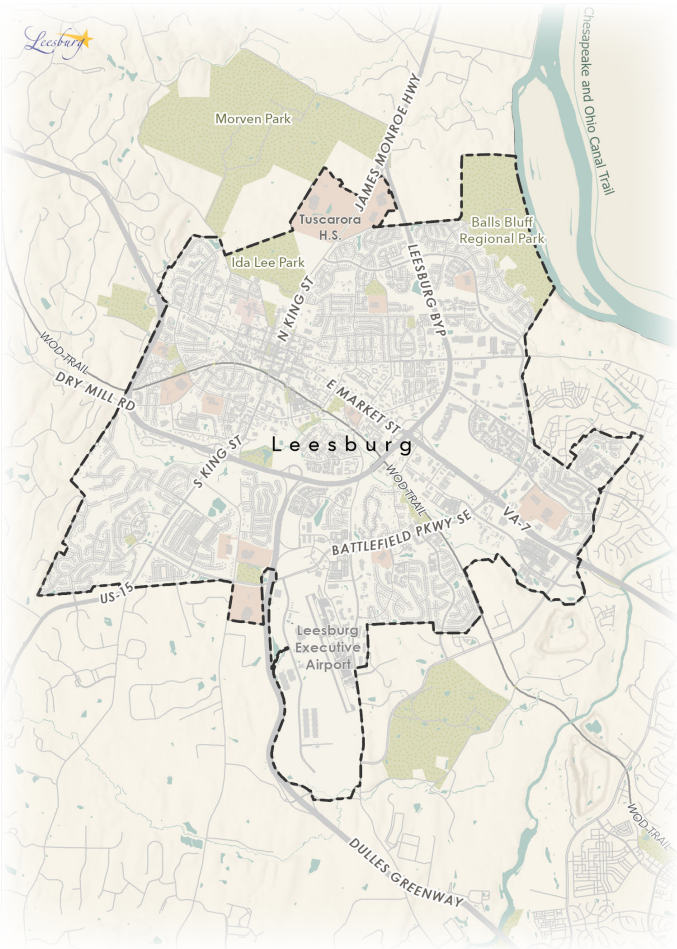




Resident Guide

—
Welcome
Home



The town limits of Leesburg, Virginia, define the geographic boundaries where the Town government provides services such as water, sewer, trash collection, and public safety.

Residents within these limits pay Town taxes and follow Leesburg's municipal codes. To determine whether a property is inside town limits, residents can check their address using the Town of Leesburg's online GIS map portal at www.leesburgva.gov/mapportal.



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Welcome to the Town of Leesburg, Virginia!

Whether you're new to the area or just looking for helpful information, this resident guide is designed to introduce you to everything Leesburg has to offer its residents. Inside, you'll find details about Town services, local amenities, events, and resources to help you settle in and feel at home.

Leesburg is a town rich in history, vibrant with culture, and filled with opportunities to connect with your neighbors. We encourage you to explore, get involved, and enjoy all that our Town has to offer.

Once again, welcome, we're so happy you're here!



Town Government

The Town of Leesburg is an incorporated town within Loudoun County. It has its own local government, which operates under a Council-Manager form. In this system, the Town Council serves as the legislative body, setting policies, passing ordinances, and determining the overall vision for the Town.

The Council appoints a Town Manager, who functions as the chief administrative officer responsible for implementing the Council's policies, overseeing day-to-day operations, and managing the Town's departments and staff. The division of Council and Town Manager ensures that elected officials focus on policymaking while the professional manager handles administrative tasks.

In addition to the Town Manager, there are a number of other departments that help the Town function efficiently and run smoothly, ensuring that services and programs meet the needs of the community. From police to parks and recreation, each department plays a crucial role in our community's success.

Leesburg Town Council

The Leesburg Town Council is the elected governing body responsible for making key decisions regarding the policies, budget, and overall direction of the Town.

The Town Council works closely with the town's staff to ensure that local government services meet the needs of residents.



The Mayor is elected by the residents of Leesburg and presides over Town Council meetings. The Town Council consists of six additional members who are elected by voters to serve four-year terms.

The Town Council meets on the second and fourth Monday and Tuesday of each month. Meetings begin at 7 p.m. and are always open to the public. Council meetings can also be seen live on Leesburg's Government Access Channel (Comcast Channel 67 and Verizon Channel 35) or by webcast by visiting www.leesburgva.gov/webcasts. Learn more about the Leesburg Town Council at www.leesburgva.gov/government/mayor-council.

Boards and Commissions

The Town of Leesburg has 14 boards and commissions. Three of these bodies have adjudicatory powers over land use. The rest are advisory in nature and advise the Town Council on policies and programs related to their specific subject matter.

Citizen participation in town government is evident in the many advisory boards and commissions appointed by the Town Council. To learn more about the Commissions, or to apply, visit www.leesburgva.gov/government/boards-and-commissions.



TOWN DEPARTMENTS/DIRECTORY

Public Works Department

552 Fort Evans Road, Suite 312

703-771-2790

www.leesburgva.gov/publicworks

The Town of Leesburg's Public Works Department plays a vital role in maintaining the Town's infrastructure and services. See a list of services below.



Street and Sidewalk

For assistance with any of the following issues, please contact the Streets Division of Public Works by calling 703-737-7073 or emailing streets@leesburgva.gov:

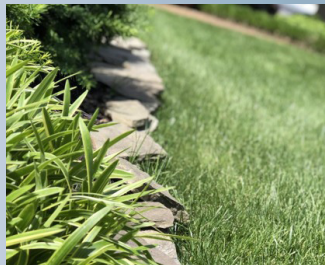
- Street, sidewalk, or curb repairs
- Trash, debris, or dead animal in roadway
- Damaged or missing street signs
- Streetlight outages



Nuisance Complaints

Under the Town Code, private property owners must maintain their properties in a safe and sanitary manner. Examples of nuisances include:

- Tall grass and weeds exceeding 12 inches
- Standing or stagnant water
- Accumulation of trash or debris



If you notice a property that appears to be in violation of the Town Code, please call 703-737-7073 or email streets@leesburgva.gov.

** Please note, Town staff cannot enter private property prior to notifying the owner and allowing them time to respond before taking action to correct the violation.*

Trash and Recycling Services

Single family homes, town homes, and some condominiums in the Town of Leesburg receive trash and recycling collections once a week. The Town contracts these services, which currently take place on the following days:

Monday – Northwest

Tuesday – Northeast, inside the bypass

Wednesday – Northeast, outside the bypass

Thursday – Southwest, plus Meadowbrook

Friday – Southeast



Customers are urged to have all items at the curb by 4 a.m. on collection days. Not sure which quadrant you live in? Visit www.leesburgva.gov/trash to see a map. You can also report missed collections, view holiday schedules, learn more about special item disposal, and sign up for email notifications.

** Bulk item collections are made by request only.*

Other Town-Wide Collections

Yard waste: This service is provided by the Town's trash contractor between April and November of each year. Learn more at www.leesburgva.gov/yardwaste.



Brush: This service is provided on a weekly basis, year-round, by the Town of Leesburg Street Maintenance Division. Learn more at www.leesburgva.gov/brush.



Fall Leaves: This service is provided seasonally by the Town of Leesburg Street Maintenance Division. Learn more at www.leesburgva.gov/fall-leaves.



*Related Services: Loudoun County Landfill
(See Loudoun County Services)*

Snow Removal

The Town removes snow from public streets and town facilities when there is approximately two inches of snow accumulation on roadways. Primary routes will be cleared first, followed by secondary roads and neighborhood streets.



Communities with private streets, parking lots, and HOA common areas are responsible for snow removal in those areas. Property owners are responsible for clearing public sidewalks adjacent to their properties within 24 hours after the end of a snow or ice event.

Visit www.leesburgva.gov/snowremoval for additional information.

Snow Emergency Routes

In accordance with the Town of Leesburg's Emergency Operations Plan, the Town Manager or their designee will declare a snow emergency when conditions, or predicted weather conditions, indicate a significant snow or ice event.



When a snow emergency is in effect, vehicles must be removed from snow emergency routes to facilitate snow removal efforts. They include the following roadways:

- King Street, from north of Union Street to Country Club Drive
- Loudoun Street, from Liberty Street to Harrison Street
- Market Street, from Fairview Street east to Route 7/15 Bypass

The snow emergency routes map is available at the link below. Any vehicles remaining on designated snow emergency routes once snow removal operations begin will be towed at the owners' expense. Residents are encouraged to remove vehicles and other items like trailers, trash cans, and basketball goals from all public roads and sidewalks within the Town to assist with snow clearing efforts.

For more information about the Town's snow removal operations, please visit www.leesburgva.gov/snowremoval.

Snow Removal Priorities

In order to make the most efficient use of available resources, the Town has established priorities for clearing Town-maintained roadways. Depending on the nature and severity of a snowstorm, deviations from these priorities can occur. The established priorities are as follows:



Priority 1 - Primary routes, which must be kept open to provide access for police, fire and rescue squad units

Priority 2 - All remaining public streets

Priority 3 - Town owned facilities and parking lots

Snow Hotline

The Leesburg Snow Hotline is a service offered by the Town to keep residents informed about snow removal operations and winter weather conditions during snowstorms.

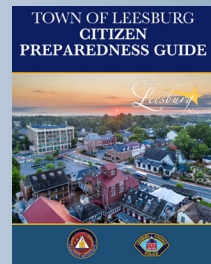


Residents can call the hotline to report snow and ice concerns as needed. When a snow emergency is declared, the Town activates the hotline. It remains active until the snow emergency is lifted.

Citizens Preparedness Guide

The Town of Leesburg Citizens Preparedness Guide provides essential information and resources to help residents prepare for emergencies, including natural disasters, severe weather, and other unexpected events.

The guide is designed to ensure the community stays informed, safe, and ready to respond effectively in times of crisis. An English and Spanish version is available in print at Leesburg Town Hall. You can also find it online at <https://www.leesburgva.gov/residents/emergency-preparedness>.



Utilities Department

1385 Russell Branch Parkway, SE

703-771-2750

www.leesburgva.gov/utilities

The Utilities Department is responsible for the operation and maintenance of essential water and wastewater services to residents and businesses.

If you need to start a service, have questions about your water bill, or want to review your usage, please contact customer service at 703-771-2713 or watersewer@leesburgva.gov.



The department's water supply division operates out of the award-winning Kenneth B. Rollins Water Treatment Plant. This state-of-the-art facility uses advanced filtration and disinfection processes to ensure Leesburg's drinking water is clean, safe, and consistently meets or exceeds all federal and state standards.



The water pollution control facility provides advanced wastewater treatment and discharges effluent into the Potomac River or to a private power generation facility. This facility gives back to the community by producing Tuscarora Landscaper's Choice (TLC), a high quality soil amendment product available to residents at no charge.

Related Services: Electric/Gas Utilities (See Loudoun County Services)

Finance Department

25 W Market Street

703-771-2798

www.leesburgva.gov/finance

The Finance Department plays a crucial role in budgeting, accounting, and financial reporting, helping the town maintain fiscal health and transparency. The department also collects payment for utility bills, parking tickets, and business related taxes. The finance counter is open Monday through Friday from 8:30 a.m. to 5 p.m.



Community Development

222 Catoctin Circle SE, Suite 200

703-771-2765

www.leesburgva.gov/communitydevelopment

The Community Development Department handles a variety of services related to land use, planning, zoning, development, and building regulations. Customers can apply for zoning permits, submit development plans for approval, or seek more information on home improvement projects.



Economic Development

15 N King Street

703-771-6678

www.chooseleesburg.com

The Economic Development Department plays a vital role in supporting the town's economic growth, fostering a healthy business environment, and promoting Leesburg as an attractive destination for investment. It works closely with businesses, developers, and property owners to drive economic vitality and support the Town's long-term economic goals.



Leesburg Executive Airport

1001 Sycolin Road, SE

703-737-7125

www.leesburgva.gov/airport

Leesburg Executive Airport (JYO) is a general aviation airport that serves as an important hub for private and corporate aviation. It plays a key role in the regional transportation network and offers a range of services for pilots, businesses, and visitors.



Thomas Balch Library

208 W Market Street

703-737-7125

www.leesburgva.gov/library

The internationally recognized Thomas Balch Library is a local history and genealogy library owned and operated by the Town of Leesburg. A designated Underground Railroad research site, the library's collections focus on local and regional history, genealogy, military, and ethnic history.



In addition to the library, staff maintains the Donaldson Log Cabin as an educational and interpretive site for visitors and residents. Situated in downtown Leesburg, at 14 Loudoun Street, SW, the cabin is one of the Town's oldest surviving log structures, offering a glimpse into early American frontier architecture. Believed to have been built in the 18th century, the cabin has been carefully preserved as part of Leesburg's historical heritage.



Related Services: Rust Library (Visit <https://library.loudoun.gov>)

Loudoun Museum

16 Loudoun Street, SW

703-777-7427

www.loudounmuseum.org

The Loudoun Museum is a 501(c)(3) nonprofit committed to preserving, interpreting, and sharing the rich history and cultural heritage of Loudoun County. Through engaging exhibits, educational programs, and community outreach, the museum fosters a deeper understanding of the region's past. Housed in a historic building leased from the Town of Leesburg, the museum operates under the leadership of a dedicated Board of Trustees and a small professional staff.



Parks & Recreation

The Leesburg Parks and Recreation Department is committed to delivering exceptional parks, recreational facilities, and programs that foster health, wellness, and community for residents of all ages. The Town features 16 parks, offering diverse outdoor spaces for recreation, sports, and relaxation. The department also hosts a variety of special events throughout the year, bringing the community together for fun and memorable experiences. Visit www.leesburgva.gov/parks.

FACILITIES

Ida Lee Park Recreation Center

60 Ida Lee Drive NW
Leesburg, VA 20176
703-777-1368
www.idalee.org



Amenities include a large indoor swimming pool, auxiliary pool, spa, a fitness center, basketball courts, racquetball courts, group fitness classes, meeting rooms and special event space.

Ida Lee Park Tennis Center

130 Ida Lee Drive NW
Leesburg, VA 20176
703-737-6068



A premier facility offering year-round tennis programs for players of all skill levels. It features seven indoor courts and four outdoor courts, providing opportunities for both recreational and competitive play.

AV Symington Aquatic Center

80 Ida Lee Drive, NW
Leesburg, VA 20176
703-779-5390



A seasonal outdoor water park that features a lazy river, large water slides, a water playground, and a zero-depth entry pool, making it ideal for families with young children.

Eric Brown Skate Plaza at Cactoctin Park

141 Catoctin Circle, SE
Leesburg, VA 20176

A skater friendly facility designed for skateboarders, BMX riders, and inline skaters. It features a variety of obstacles, including ramps, rails, ledges, and a bowl, catering to different skill levels.



Leesburg Dog Park at Izaak Walton Park

850 Davis Court, SE
Leesburg, VA 20175

A spacious off leash area where dogs can run, play, and socialize. The park features separate fenced sections for large and small dogs, ensuring a safe environment for pups of all sizes. It offers open grassy areas, shaded spots, and benches for dog owners to relax. Water and waste disposal stations are also available.



SIGNATURE EVENTS

Flower & Garden Festival (April)

www.flowerandgarden.org

Independence Day Celebration (July)

www.leesburgva.gov/July4th

TASTE Leesburg (August)

www.tasteleesburg.com

Leesburg Airshow (September)

www.leesburgairshow.com

Christmas and Holiday Parade (December)

** Learn more at www.leesburgva.gov/events.*



Leesburg Police Department
65 Plaza Street
703-771-4500 (non-emergency)
www.leesburgva.gov/police

The Leesburg Police Department is dedicated to ensuring the safety and well-being of all residents, businesses, and visitors. As the primary law enforcement agency within the town limits, LPD provides 24/7 police services to protect and serve the community.

*Related Services: Loudoun County Sheriff's Office,
Loudoun County Fire and Rescue
(See Loudoun County Services)*



STAY INFORMED

News Releases/Alerts

Scan the QR code to get updates from the Town of Leesburg via email or text. You can also register online at www.leesburgva.gov/subscribe.



Social Media

Facebook: www.facebook.com/LeesburgVirginia
Instagram: www.instagram.com/townofleesburgva
X: <https://x.com/TownofLeesburg>
YouTube: www.youtube.com/TownofLeesburgVirginia
Nextdoor: <https://nextdoor.com/agency/town-of-leesburg>



Local Media

Loudoun Times Mirror
www.loudountimes.com

Loudoun Times-Mirror

Loudoun Now
www.loudounnow.com

LoudounNow

LOUDOUN COUNTY SERVICES

Loudoun County government offers several services that are separate from the Town of Leesburg. These include schools, real estate assessments, permits and licensing, and courts and judicial services. To learn more, visit

www.loudoun.gov or call 703-777-0100.



Voter Registration

Loudoun County Office of Elections

750 Miller Drive SE, Suite 150

Leesburg, VA 20175

703-777-0380

www.loudoun.gov/196/Register-to-Vote

Vehicle Registration

Leesburg DMV

400 Fort Evans Road, NE

Leesburg, VA 20176

804-497-7100

<https://www.dmv.virginia.gov>

Leesburg residents must also register their vehicles with Loudoun County. Learn more at www.loudoun.gov/1616/Vehicle-Personal-Property-Tax.

Loudoun County Public Schools

21000 Education Court

Ashburn, VA 20148

571-252-1000

www.lcps.org

Loudoun County Public Schools (LCPS) serves the educational county of Loudoun County, including Leesburg.

Loudoun County Sheriff's Office

803 Sycolin Road, SE

Leesburg, VA 20175

703-777-1021

<https://sheriff.loudoun.gov>

The Loudoun County Sheriff's Office covers all of Loudoun County, including areas outside Leesburg.

Loudoun County Fire and Rescue

801 Sycolin Road, Suite 200

Leesburg, VA 20175

703-777-0637

www.loudoun.gov/fire

Loudoun County Fire and Rescue provides emergency services across the county, including fire suppression, emergency medical services (EMS), technical rescues, and disaster response. The department is dedicated to protecting lives, property, and the environment through a variety of emergency and prevention services.

Loudoun County Animal Services

42225 Adoption Drive

Leesburg, VA 20175

703-777-0406

www.loudoun.gov/Animal

Loudoun County Animal Services (LCAS) is the primary agency responsible for animal welfare, sheltering, and enforcement in Loudoun County, including Leesburg. They provide a wide range of services to ensure the safety and well-being of both animals and the community.

** State law requires all dogs four months and older to be licensed. Loudoun County Department of Animal Services issues licenses for dogs in the town. Learn more at www.loudoun.gov/4155/Dog-Licenses.*

Loudoun County Landfill

21101 Evergreen Mills Road

Leesburg, VA 20175

703-771-5500

www.loudoun.gov/landfill

The Loudoun County Landfill is the primary disposal facility for the county's waste. It is operated by Loudoun County Waste Management. The county holds several Hazardous Household Waste (HHW) collections each year. Learn more at www.loudoun.gov/HHW.

Loudoun County Transit

209 Gibson Street, NW, Suite 100

703-771-5665

www.loudoun.gov/transit

Loudoun County Transit services include a variety of bus service options throughout the county, including connections to Loudoun's Silver Line Metrorail stations.

LOCAL UTILITY PROVIDERS

Dominion Energy

1-866-366-4357

www.dominionenergy.com/virginia/customer-support

NOVEC

1-844-927-4427

www.novec.com/service.cfm

Washington Gas

1-844-927-4427

<https://my.washingtongas.com/portal>

Comcast

1-800-COMCAST (266-8278) or visit www.comcast.com.

Verizon

1-800-VERIZON (837-4966) or visit www.verizon.com.



Front cover: Courthouse grounds facing King Street. Artwork by Elizabeth Lightweis, oil on canvas.

25 West Market Street • Leesburg, Virginia 20176 • phone: 703-771-2700 • www.leesburgva.gov