



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



FLOODPLAIN STUDY/ALTERATION

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

All references are to Section 5-430 of the Town of Leesburg Design and Construction Standards Manual, unless otherwise noted.

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

Code Reference	Description	Sheet	OK	REV	N/A	Line
5-431	General					
1.	Floodplain studies shall be required for subdivisions or any type of Site Plan or developments or areas subject to a Capital Improvement Plan which contain or are contiguous to natural watercourses, whether permanent or intermittent, with drainage areas greater than 50 acres upstream of the subject site					1
2.	Flows shall be determined by the SCS or new NRCS methodology or rational method up through twenty acres (see Section 5-231 of this DCSM) unless otherwise approved by the Director					2
3.	Water surface elevations shall be determined using the standard step or HEC-RAS or other approved method. The Manning "n" values for each cross section and method used shall be approved by the Director prior to submission of computed water surface elevations					3
4.	Spacing of cross sections shall not exceed 300 feet and shall be cut at all changes in horizontal alignment, channel gradient, channel width, and at any obstruction in the channel which significantly affects the flow					4
5.	Cross sections shall be field run for final flood plain studies or the engineer may provide certified topography with a two-foot interval contour					5
6.	Cross sections shall extend both upstream and downstream of the subject site to the point where the post development water surface elevations are identical to the existing predevelopment water surface elevations and shall continue 300 feet beyond said point					6
5-432	Plans					
1.	Floodplain study plan views shall be drawn at a horizontal scale of one inch equals no more than 50 feet and no less than 25 feet. The accompanying profiles shall utilize the same horizontal scale with a vertical scale of one inch equals no more than ten feet and no less than five feet					7
2.	The floodplain limits (100-year) as calculated by the study shall be shown accurately on the plans					8

Comments: _____

Code Reference	Description	Sheet	OK	REV	N/A	Line
3.	Limits of potential construction shall also be designated on the plans. These limits shall preclude residences within two vertical feet and 15 horizontal feet of the computed 100-year water surface elevations except as previously noted					9
4.	The baseline and section lines shall be shown on the plans. Mathematical ties between the baseline, flood plain easement lines and property lines shall also be shown					10
5.	Profiles for all cross sections shall be shown to a scale of 1"=5' max V, 1"=50' max H. These profiles shall include: cross section identification consistent with plan review; Manning's "n" values used and where applied; computed 100-year water surface elevation with station callout; stationing shall be consistent with HEC-2 or HEC-RAS input data (if applicable)					11
6.	Profiles shall show the 100-year water surface elevation and invert elevation of the stream at every cross section for the entire length of the study					12

Comments: _____
