



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



MINOR SITE PLAN

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

All references are to Section 3.20 of the Town of Leesburg Subdivision and Land Development Regulations, unless otherwise noted.

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

Code Reference	Description	Sheet	OK	REV	N/A	Line
(1)	General Information					
((a))	Name of the proposed development					1
((b))	Proposed use(s) of the property					2
((c))	Names and addresses of owner(s) on record and of the applicant					3
((d))	Names of any holders of easements affecting the property					4
((e))	Names, addresses, signatures and registrations of professionals preparing the Minor Site Plan					5
((f))	Deed Reference, and property identification number (PIN)					6
((g))	Date plan was drawn and date of any revisions					7
((h))	Vicinity map at a scale not less than 6" = 1 mile, indicating thereon roads and their names and numbers, Town Corporate Limits, subdivisions and other landmarks					8
((i))	Boundary Survey, w/ an error of closure w/in the limit of 1 in 20,000, related to the true meridian or the Virginia State Grid w/ minimum of four grid coordinate tick marks					9
((j))	Existing zoning, including any proffers associated w/ the property					10
((k))	All covenants and restricting which will run with the land					11
((l))	Names and addresses of all adjoining property owners					12
((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					13
((n))	Identification of all private streets, indicating public and/or emergency vehicle ingress-egress easements					14
((o))	Proof of all prior Town approvals required prior to Minor Site Plan submission					15
((p))	DCSM Modification Request shown on cover sheet and all other applicable sheets clearly indicating the modifications requested					16
((q))	Frontage improvements (if none currently exist or if the existing frontage does not meet current standards)					17

Comments: _____

Code Reference	Description	Sheet	OK	REV	N/A	Line
((r))	Storm Water Management, Best Management Practice and Adequate Outfall Computations and Narratives					18
((s))	Town Floodplain Limits for all drainage sheds over 50 acres located on or adjacent to the site					19
((t))	All required Erosion and Sedimentation Controls					20
((u))	All other requirements of section 10-135 or the DCSM					21
(2)	Project Tabulations					
((a))	Gross Acreage of the total lot area to the nearest one-tenth of an acre					22
((b))	Number of lots					23
((c))	Number of parking spaces required and provided based on the proposed use					24
((d))	Proposed permitted uses by square footage and total square footage of buildings proposed					25
((e))	Interior parking lot landscaping tabulations					26
((f))	Total landscaping area tabulations					27
((g))	Height of buildings					28
((h))	Setbacks required and provided					29
((i))	Buffer Yards required and provided					30
((j))	Maximum allowable and proposed floor area ratio (FAR)					31
(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 Site Plan approval of different than boundary					32
((b))	Existing topography with a maximum of 2' contours for the entire site and include a minimum 25' overlap beyond property boundaries					33
((c))	Location and full width of existing driveways and access points on the property and within 200' of the site					34
((d))	Location and full width of existing roadways and right-of-way w/in 200' of the site					35
((e))	Boundaries, purposes and widths of all easements					36
((f))	All survey monuments, lot corners, block markers and benchmarks, together w/ their descriptions					37
((g))	Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps					38
((h))	All overland watercourses and drainage structures w/in the development or within 100' of the development					39
((i))	Existing uses and zoning of all adjoining properties					40
((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" or greater shall be specifically identified on the plan					41
((k))	Identification of all existing slopes $\geq 15\%$, an further delineation of slopes $\geq 25\%$					42
((l))	Exact location of existing buildings and parking areas w/in the Minor Site Plan and approximate location of buildings and parking areas adjacent to or across the street from the proposed development					43

Comments: _____

Code Reference	Description	Sheet	OK	REV	N/A	Line
((m))	Archeological, natural and historical features and landmarks. The Minor Site Plan shall be revised to delineate such, as discovered during the review process					44
(4)	Graphic Requirements					
((a))	All sheets shall be clearly and legibly drawn at a scale no more than 30' to the inch, with North arrow, on Numbered sheets 24"x36" in size, which shall be clearly marked Minor Site Plan					45
((b))	Location, right-of-way width and typical pavement section of all proposed entrances, parking lots, spaces, aisles, sidewalks and trails					46
((c))	The yard requirements and the dimensioned building footprint, dimensioned layout of all site improvement with all dimensions toed to the boundary survey at all lot boundaries					47
((d))	A soil overlay map at a scale of not less than 1"=200' w/ an accompanying narrative					48
((e))	Drainage improvements proposed in the Town's Stormwater Management Master Plan w/in the development or w/in 100' of the development. Including layout of all provisions for collecting and discharging surface drainage					49
((f))	Location and size of existing and proposed public open spaces w/in and adjacent to the development					50
((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					51
((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					52
((i))	All proposed connections to existing water lines, sanitary sewer lines, and storm drainage structures					53
((j))	If modifications to the Town and/or FEMA 100-year floodplain are proposed, the Minor Site Plan shall indicate the existing and proposed limits of such floodplain					54
((k))	Identification of tree protection and tree preservation areas w/in the site w/ specific identification of any heritage, specimen, or memorial trees, including methods for preservation					55
((l))	Design of facilities proposed w/in common open space areas, including the number of parking spaces proposed, if any					56
((m))	Location of proposed fire hydrants and/or distance to the nearest existing fire hydrant					57
((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 DCSM, if applicable					58
((o))	Proposed topography w/ a maximum of 2' contours					59
(5)	Other Information					
((a))	Use Town of Leesburg standard cover sheet, latest edition					60
((c))	The applicant shall submit a complete Type I soils report or a detailed Type II geotechnical investigation					61
((d))	Outline of proposed deed covenants					62

Comments: _____

Code Reference	Description	Sheet	OK	REV	N/A	Line
(e)	The application shall be required to include information related to the projected traffic generated by the property and address the need for turn lanes and similar improvements if necessary					63

Comments: _____

