



**Town of Leesburg ESI Review
(TOLER) Program
Processing Application**

4795 Meadow Wood Lane, Suite 115 East, Chantilly, VA 20151
www.esinova.org



Instructions: Town of Leesburg has contracted with the Engineers & Surveyors Institute to provide a Minimum Submission Review (MSR) and Team Peer Review (TPR) for all submission types listed below. The information requested below is used only to track the plan and insure that the Applicant's deposit is properly applied to this project. **Please fill out all information requested below!** A copy of this form with the project number will be returned to you once a project number has been assigned by the Town.

Receipt of the deposit will start the Town of Leesburg ESI Review process. **No review can commence until the deposit is received!** Once the plan is approved or withdrawn, the unused portion of the deposit will be returned to the contact organization listed below with an accounting of all expenditures.

Please Print Clearly! Incomplete form will be returned. Form must be signed and dated at bottom.

Project Name: _____

Contact Engineer Name: _____ **E-mail:** _____

Contact Office Phone: _____ **Contact FAX:** _____ **Contact Cell:** _____

Contact Organization Principal, E-mail and Address: _____

Client Name: _____ **Phone #:** _____

Address: _____

Plan Submission Type: **Electronic** **Paper Copy**

Please indicate application type by checking the box:

- | | | | | | |
|---|--------|--|----------------------------|--|--------|
| <input type="checkbox"/> Preliminary Subdivision Plat | \$2500 | <input type="checkbox"/> Final Subdivision Record Plat | \$2500 | <input type="checkbox"/> Final Site Plan | \$2500 |
| <input type="checkbox"/> Minor Site Plan | \$2500 | <input type="checkbox"/> Construction Drawings | \$2500 | <input type="checkbox"/> Rough Grading Plans | \$2500 |
| <input type="checkbox"/> Floodplain Alteration/Study | \$2500 | <input type="checkbox"/> Dedication/Easement Plat | \$0 (incl. w/ assoc. plan) | | |

Payment Method: **Check (payable to Town of Leesburg ESI Review)**

Applicant's Check Information

Bank Name: _____ **Routing #:** _____

Account Name: _____ **Account #:** _____ **Check #:** _____

Agreement: The purpose of the Town of Leesburg ESI review program is to improve the quality of the plans being submitted, shorten the review times for applicants and Town staff, reduce the amount of review required and achieve a more predictable process of plan approval. The Applicant or Applicant Representative indicated above, by signature below, (1) permits ESI to deduct approved charges for conducting the reviews under this program, (2) agrees to provide additional deposits if so required, and (3) understands that the unused portion of the deposit will be returned only upon approval or official withdrawal of the plan from the Town process. If a plan is withdrawn, the Applicant must notify ESI in writing to CLOSE the plan account. The deposit is subject to a processing fee of \$75. Other fees may be applicable for services such as Web-based Comment and Response (WCR), courier or overnight delivery, additional reports, credit card usage, etc, as may be requested.

Signature of Applicant or Applicant's Representative

Date

ESI USE ONLY Date Submitted: _____ Project #: _____ WCR DPE