



**Town of Leesburg ESI Review Program**  
**Minimum Submission Review**  
**Fee Processing Application**  
**7 Loudoun Street SE, Suite 3, Leesburg, VA 20185**  
**www.esinova.org**



The Town of Leesburg has contracted with the Engineers & Surveyors Institute to provide a Minimum Submission Review (MSR) for Final Site Plans, Final Subdivision Plats, Preliminary Subdivision Plats, Construction Plans and Rough Grading Plans. 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 information requested below is used only to track the plan and ensure that the Applicant's fee is properly applied to this project. Once the plan and fee are received, the ESI review process will commence.

**Instructions: Please provide requested information below. Once completed, please print the filled application, sign and date the Agreement portion, then submit the application and fee payment with your plan submission to the ESI Leesburg office. This application will auto-calculate the fee for the project (see "Total Due" field below). If paying by check, please make the check payable to "ESI Peer Review" and submit it with the application. If paying by ACH, please send payment to the ESI account listed under "ACH Information."**

Project Name: <input style="width:90%;" type="text"/>	
Contact Engineer: <input style="width:40%;" type="text"/>	Engineer's Firm: <input style="width:55%;" type="text"/>
Engineer's E-mail: <input style="width:40%;" type="text"/>	Phone Number: <input style="width:15%;" type="text"/>
Submission Type: <input style="width:20%;" type="text"/>	
Plan Type: <input style="width:30%;" type="text"/>	# of sheets: <input style="width:10%;" type="text"/>
	Base Fee: <input style="width:10%;" type="text"/>
	Sheet Fee: <input style="width:10%;" type="text"/>
	Total Due: <input style="width:10%; border-top: 1px solid black;" type="text"/>
Payment Method: <input style="width:8%; border: 1px solid black;" type="text"/> (Please make checks payable to "ESI Peer Review")	
Bank Name: <input style="width:25%;" type="text"/>	Account Name: <input style="width:40%;" type="text"/>
ACH Information: ESI Bank Routing #: 056004445    ESI Account #: 88063646	
Check #: <input style="width:10%;" type="text"/>	

Agreement: By signing and submitting this application, the undersigned Applicant (as duly authorized agent of the submitting firm and, where applicable, owner's agent) allows ESI employees and/or ESI's contracted Peer Reviewers (cumulatively referred to as the Peer Review team) document access and ability to review the above project document(s), discuss said documents with Town staff if needed, and gives authority to document or provide comments/notes regarding the plan or documents on forms or systems used by ESI for this purpose. In consideration of this authority granted, ESI will endeavor to assure that the Applicant's plans are not distributed beyond the Peer Review team to the extent practicable. Peer Review team information or opinions regarding the plan or discussions about the plan will become the propriety of ESI, to be shared solely with the Applicant and/or his authorized agent (which by necessity includes assigned Town staff), unless granted further authorization by the Applicant.

Project funds provided by the Applicant to ESI for administrative and review services become the sole property of ESI as compensation for and payment of contracted Peer Reviewers. ESI invests valuable resources to become thoroughly familiar with the project and then ensure a timely, expedient and accurate review. Consequently, ESI will not consider a request for a prorated refund if the Applicant withdraws the project any time after first submission comments have been provided. A request for refund due to withdrawal of a project prior ESI's first submission review may be considered at the discretion of the Director of ESI.

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Applicant's Signature \_\_\_\_\_ Date

ESI Use Only	Project #:	Date Submitted:
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