



Loudoun County, Virginia

Department of Building and Development

Engineering Division

1 Harrison Street, S. E., P. O. Box 7000, Leesburg, VA 20177-7000

Administration: 703/777-0397 Fax: 703/771-5215

County Review: _____
VDOT Review #1: _____
VDOT Review #2: _____

CHECKLIST FOR STATE MAINTAINED ROADS AGREEMENT BOND RELEASE

Project: _____

CPAP - _____ - _____ Bond No. _____

| LEGEND | |
|-------------------------------------|--------|
| <input checked="" type="checkbox"/> | = GOOD |
| <input type="checkbox"/> | = NEED |
| <input type="checkbox"/> | = N/A |

Request Letters

Performance Bond Release Request Letter & Fees Check(s)

(\$500 Release Fee, \$300 As-built Review Fee)

SWM Pond(s) Inspection Request Letter *(With Contact Info & Directions to Site & Each Pond)*

CE-7A (LUP) Forms - 2 Marked Plans for Each Utility *(With Original Signatures)*

Power: Dominion NOVEC

Phone: Verizon AT&T

Cable: Comcast Adelphia

Gas: Washington Columbia

Water: Loudoun Water Town of Hamilton/Purcellville/Round Hill

Other: _____

Pedestrian Street Lights in ROW *(From Utility Company Only)*

Irrigation in ROW *(Approved by VDOT)*

Landscaping/landscaping Lights in ROW *(Signed by HOA)*

Decorative Sign Agreement *(Non-standard Signposts, Stop Sign Borders, etc. Signed by HOA)*

Letters/Forms/Studies – 1 Copy of Each

Public Street Guidelines Form *(Signed)*

Proffers/Special Exceptions Form *(Applicable to Project/site even if no Proffers/Special Exceptions)*

Speed Study *(Four-lane Roads/Streets >1000' Without Homes Fronting Street & Streets with Posted Speed Limits Different from Statutory Speed Limit)*

Developer Letter *(Certifying Project is in Conformance with Approved Plans and Specs)*

Corner Monuments Letter *(Certifying Property Corners are Set)*

VDOT Tie-In Permit OR LUP Application *(If Connected to VDOT Road Prior to VDOT Acceptance)*

HOA Letter *(Letter Accepting Maintenance of Private Roads)*

Geotechnical Reports – 1 Copy of Each

Pavement Design *(Including CBR Report; Approved by VDOT)*

Core Report *(If Missing Pavement Design)*

Subbase/Compaction and Asphalt Density Test Results *(On CD in .pdf or .tiff format)*

Concrete Break Test Results *(On CD in .pdf or .tiff format)*

Plans/Plats/Deeds

- Approved Construction Plans and Profiles (CPAP) – **1 Complete Set**
(With County Approval Signature)
- As-builts (1 for VDOT, 1 for County, 1 for General Services if SWM Pond) – **3 Complete Sets**
- Record Plats (Date of Recordation _____, Deed Book _____ & Page No. _____) OR Instrument No. _____ - **2 Copies (1 Red-lined for Distances)**
- Sketches of Road(s) (Stamped & Signed by Licensed Professional with Centerline Distances to all Intersections, Radii of Cul-De-Sacs & to Intersection(s) of Nearest VDOT Maintained Road, Color Coded Red = Roads Being Inspected, Blue = VDOT Maintained Roads, Legend, North Arrow) – **3 Original Copies**
- Signage & Striping Plan (Approved/Signed by VDOT, If Road Has More Than Two (2) Lanes, Additional Signage or a Median at Entrance)
- Recorded Deed

Agreements/Inspection Reports

- Extrinsic Structure Agreement (Facilities Impacting ROW, i.e. Pedestrian Underpass; Dams; Storm Water Detention, etc.) – **2 Copies**
- Final Inspection Report from VDOT for Bridges/Culverts etc. (Drainage & Extrinsic Structures with Opening of 36 F² or Greater - Approved Plan Sheets, Shop Drawings, Test Data & Reports) – **2 Copies**
- Dam Agreement (Road Acts as Dam for a Pond; Approved by CAO)
- Trails Agreement (Non-standard Sidewalk, i.e. Asphalt Trail Fully within ROW; Approved by CAO)
- Covenant of Perpetual Maintenance (Sidewalks/Trails Meandering in & out of ROW; Individual Homeowner Landscaping/irrigation in ROW, etc., Requires Maintenance Bond Set by VDOT)
- Quit Claim (Utility or Other Easement(s) in ROW)

Miscellaneous

- Vicinity Map (From ADC Map Book)

NOTES:

- 1.
- 2.
- 3.
- 4.
- 5.

County Inspector _____ VDOT Inspector _____ Inspection Date _____/_____/_____