



Building and Development

1 Harrison Street, SE, PO Box 7000 Leesburg, VA 20177-7000
 703-777-0220 O | bad@loudoun.gov
 loudoun.gov/bd

Project Name: _____

Application #: _____ - _____ - _____ **Bond Number:** _____
 e.g. CPAP,CPAR,STPL

Contact Info: _____
 Developer/Release agent Telephone Number Email

Request Letter

- Release request letter & fee (\$300 As-built Review Fee - \$500 Release Fee Payable to County of Loudoun)
- *Additionally, a digital copy on CD/DVD in PDF format of all documents shall be provided to the County at the time of submission.*

LUP Forms and Two Plans for Each Utility

- Power: Dominion NOVEC Other _____
- Phone: Verizon AT & T Open Band Other _____
- Cable Comcast Open Band Other _____
- Gas Washington Gas Other _____
- Water Utility: Loudoun Water Town Owned _____
- Street Lights in ROW? (From utility company only) _____
- VDOT Approved Irrigation Plan (Any Irrigation in ROW) _____
- VDOT Approved Landscape Plan (Any Landscaping in ROW) _____
- Decorative Signs (i.e. Non-standard signs need agreement- LUP) _____

Letters/Forms/Studies

- Public Street Guideline Form (For Loudoun County/signed)
- Performance Bond Release Certification (Required for all projects regardless if the project is subject to any Proffers and/or Special Exception Conditions; [the appropriate form can be downloaded here](#))
- Speed Study (Any posted non-statutory speed 25 or 55 MPH require a speed study to justify the posted speed)
- Conformance Letter certifying the Project is built per plan.
- Survey/Corner Monument Letter certifying the monuments are set.
- VDOT Commercial Entrance / Tie-In Permit or LUP (The LUP is if site access is by a street not maintain by VDOT)
- HOA Acceptance Letter/Entity Letter
- Letter of Map Revision (LOMR) from FEMA (Required for projects that increase base flood elevation of Major Floodplain or change the boundary)

Geotechnical Items

- Pavement Design Approval Letter from VDOT (if missing, Pavement cores and report required to verify pavement)
- Geotechnical Reports and test results (hardcopy or on CD in PDF format required)
- Subbase/Asphalt compaction tests (hardcopy or on CD in PDF format required)
- Concrete Test Results (hardcopy or on CD in PDF format required)

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Plans/Plats/Deeds

- Construction Plans, approved with County Signature _____

signed by: _____

Date _____
- As-Builts/Record Drawings (2copies-1 partial for SWM Ponds)
- Record Plats (2 copies- 1 red-lined for centerline distance): Instrument Number _____
- Recorded Dedication Deed (1 copy): Instrument Number _____
- Sketch / Roadway Exhibit of Proposed Street Addition, color coded per VDOT
- Vicinity Map
- Quit Claim Deed or Subordination Agreement (for utility easement encumbering the ROW)

Agreements/Inspection Reports

- VDOT Final Bridge Report & Structure number _____

Signed by: _____

Date _____
- Extrinsic Structure Agreement (Ped. Underpass usually)
- Trails Agreement (non-standard sidewalk under SSR regulations)
- Dam/Embankment Agreement (Road built across pond embankment. Approved by CAO & VDOT)
- Covenant of Perpetual Maintenance (Small items allowed in ROW by Residency, accompanied with Bond)
- SSAR Exception Form /Waiver (for lack of street connections - approved by Area Land Use Engineer, VDOT District)
- Digital Copy of the Post Installation Inspection of Storm Pipe. (per VDOT Virginia Test Method 123)
- Digital Copy of the Post installation of Underdrain As-built/Report
- Latent Defect Indemnification Agreement (LDIA) for Private Streets, if applicable.
[\(the appropriate form can be downloaded here\)](#)
- Latent Defect Indemnification Agreement (LDIA) for Stormwater Management Facilities, if applicable.
[\(the appropriate form can be downloaded here\)](#)
- Wet Pond Agreement (WPA) and/or Facilities Maintenance Performance Agreement (FMPA),
 If applicable, assigned County Project Manager can provide the appropriate document.

Notes

- _____
- _____
- _____

Applicant _____ County Project Manger _____

This package was accepted by VDOT on ____/____/____ by _____