



# Building and Development

1 Harrison Street, SE, PO Box 7000 Leesburg, VA 20177-7000  
 703-777-0220 | 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**

- 1) Release request letter & fee (\$185 As-built Review Fee - \$2,310 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**

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

**Letters/Forms/Studies**

- 11) Public Street Guideline Form (For Loudoun County/signed)
- 12) 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](#))
- 13) Speed Study (Any posted non-statutory speed 25 or 55 MPH require a speed study to justify the posted speed)
- 14) Conformance Letter certifying the Project is built per plan.
- 15) Survey/Corner Monument Letter certifying the monuments are set.
- 16) VDOT Commercial Entrance / Tie-In Permit or LUP (The LUP is if site access is by a street not maintain by VDOT)
- 17) HOA Acceptance Letter/Entity Letter
- 18) Letter of Map Revision (LOMR) from FEMA (Required for projects that increase base flood elevation of Major Floodplain or change the boundary)

**Geotechnical Items**

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

**Plans/Plats/Deeds**

- 23) Construction Plans, approved with County Signature \_\_\_\_\_  
Signed by: \_\_\_\_\_ Date \_\_\_\_\_
- 24) As-Builts/Record Drawings (2copies-1 partial for SWM Ponds)
- 25) Record Plats (2 copies- 1 red-lined for centerline distance): Instrument Number \_\_\_\_\_
- 26) Recorded Dedication Deed (1 copy): Instrument Number \_\_\_\_\_
- 27) Sketch / Roadway Exhibit of Proposed Street Addition, color coded per VDOT
- 28) Vicinity Map
- 29) Quit Claim Deed or Subordination Agreement (for utility easement encumbering the ROW)
- 30) Signage and Marking Plan

**Agreements/Inspection Reports**

- 31) VDOT Final Bridge Report & Structure number \_\_\_\_\_  
Signed by: \_\_\_\_\_ Date \_\_\_\_\_
- 32) Extrinsic Structure Agreement (Ped. Underpass usually)
- 33) Trails Agreement (non-standard sidewalk under SSR regulations)
- 34) Dam/Embankment Agreement (Road built across pond embankment. Approved by CAO & VDOT)
- 35) Covenant of Perpetual Maintenance (Small items allowed in ROW by Residency, accompanied with Bond)
- 36) SSAR Exception Form /Waiver (for lack of street connections - approved by Area Land Use Engineer, VDOT District)
- 37) Digital Copy of the Post Installation Inspection of Storm Pipe. (per VDOT Virginia Test Method 123)
- 38) Digital Copy of the Post installation of Underdrain As-built/Report
- 39) Latent Defect Indemnification Agreement (LDIA) for Private Streets, if applicable.  
[\(the appropriate form can be downloaded here\)](#)
- 40) Latent Defect Indemnification Agreement (LDIA) for Stormwater Management Facilities, if applicable.  
[\(the appropriate form can be downloaded here\)](#)
- 41) 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 \_\_\_\_\_