



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

CHECKLIST FOR PROFFER PERFORMANCE AGREEMENT BOND RELEASE

Project: _____

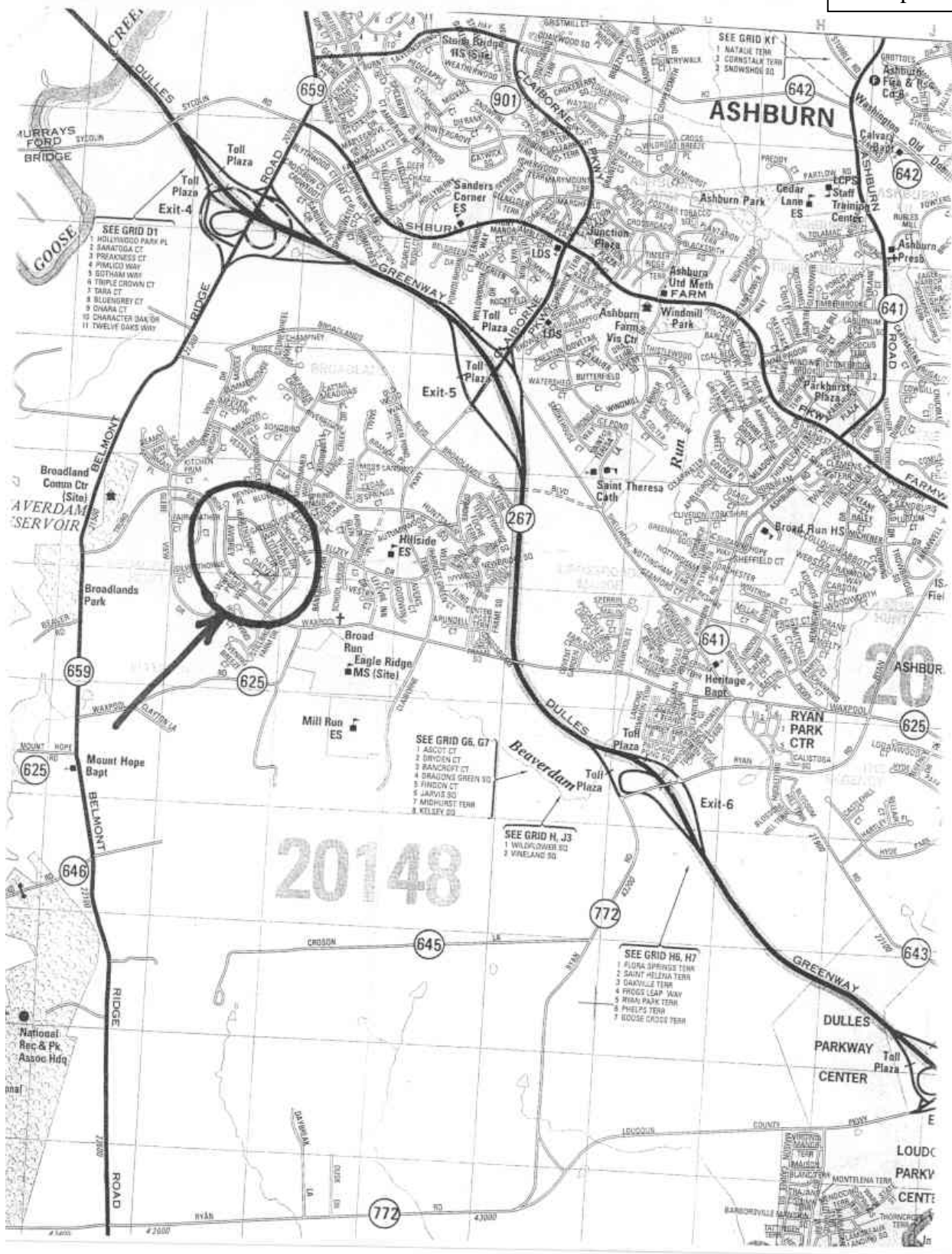
CPAP: _____

Bond # _____

- Release Request Letter & Fees (\$500 Release Fee, \$300 As-Built Review Fee)
- Vicinity Map (usually from ADC) (See Example 1 on page 2)*
- Complete Proffer/Special Exception Release Form. (attached separately)
- Developer Letter certifying the project is in conformance. (See Developer Letter on page 6 and Example 2 on page 7)*
- Acceptance Letter from HOA/BOA. (See Example 4 on page 9)*
- Geotech Reports - one copy of subbase, compaction, asphalt density, and concrete break results. *
- As-builts - 1 complete set. (See Record Drawings on page 10)

* Items that can be (preferred) submitted on CD in .pdf or .tiff form

Example 1



DEVELOPER LETTER

The developer submitting the record drawings shall also submit a letter with the record drawings certifying that the following items have been inspected and found to be in general conformance with the approved construction plans and profiles or site plans, as applicable.

1. Curb and Gutter. Confirm that the curbs are the proper type.
2. Sidewalk/Trail. Confirm that the sidewalk/trail is correctly situated with relation to the rights-of-ways or easement. Confirm that the sidewalk/trail maintenance responsibilities have been adequately provided for and specify the entity or entities that will bear such responsibilities. Verify that the construction material used is as approved.
3. Drainage. Confirm that the drainage patterns have been established in conformance with the grading plans. Confirm that slopes and swales are properly located and graded. Confirm that positive drainage exists.
4. Pavement. Provide a copy of the approved pavement design. Confirm that all pavement was placed in accordance with the approved pavement design. Confirm that all material was compacted to required standards. Provide a copy of the approved striping and signage plan.
5. Sight triangle and clear zones. Confirm that there are no encroachments.
6. Utility placement within roads. Provide a statement that all utilities located within roads are within recorded easements, or if in public right-of-way, located as approved and per the VDOT permit manual.
7. Landscaping and Buffering
 - a. Developer certifies that the landscaping is in general conformance as to location with the approved landscape plan. Confirm plantings conform to correct category (canopy, understory, shrub, or evergreen) in required quantities. If not, a redline landscape plan shall be submitted for review and approval.

Loudoun Build All, LLC
1 Urban Street
Leesburg, VA 20176

February 26, 2004

Mr. Terrance D. Wharton
County of Loudoun
Department of Building and Development
One Harrison Street, P.O. Box 7000
Leesburg, Virginia 20177-7000

RE: VISTA VILLAGE TOWNHOMES (CPAP 2003-3003)

Dear Mr. Wharton:

Pursuant to Loudoun County Facilities Manual Section 8.108.C., this letter will certify that the above referenced project was inspected and found to be constructed in accordance with the approved plans and specifications for this project.

1. Curb and Gutter: Curb and gutter has been installed in accordance with the approved construction plan.
2. Sidewalk/Trail: The trails are located within the trail easements. Vista Village HOA is responsible for maintaining all of the trails located in this subdivision. The trail meets applicable standards and is constructed with bituminous concrete as reflected on the approved bond estimate.
3. Drainage: Drainage patterns have been established in accordance with the grading plans. Slopes and swales have been properly located and graded. Positive drainage exists.
4. Pavement: Pavement was placed in accordance with the approved plans and applicable standards as noted by the attached geotechnical certification by Soils Unlimited. See attached plan for approved pavement striping and signage.
5. Sight Triangles and Clear Zones: There are no encroachments.
6. Utility placement within roads: All utilities are within recorded easements and installed in accordance with the approved construction plan.
7. Landscaping: Landscaping is in general conformance with the approved landscaping plan. Plantings conform to the correct category and required quantities.

Sincerely,

Owner / Developer

Loudoun Engineer-it, Inc.
4 Urban Street
Leesburg, VA 20176

February 26, 2004

Mr. Terrance D. Wharton
County of Loudoun
Department of Building and Development
One Harrison Street, P.O. Box 7000
Leesburg, Virginia 20177-7000

RE: VISTA VILLAGE TOWNHOMES (CPAP 2003-3003)

Dear Mr. Wharton:

Pursuant to Loudoun County Facilities Manual Section 8.305.E.1.f., this letter will certify that all of the property corners for the above referenced section have been set.

Sincerely,

Professional Engineer/Surveyor

**VISTA VILLAGE HOME OWNER'S
ASSOCIATION
101 VISTA DRIVE
LEESBURG, VA 20177**

May 23, 2005

Mr. Terrance D. Wharton
Department of Building and Development
1 Harrison St. S.E.
P.O. Box 7000
Leesburg, VA 20177-7000

RE: VISTA VILLAGE TOWNHOMES (CPAP 2003-3003)

Dear Mr. Wharton:

Please be advised that representatives of Vista Village Home Owner's Association have examined the above mentioned project and are satisfied the bonded improvements are acceptable. Vista Village Home Owner's Association hereby accepts the responsibility for the maintenance and repair of all the private streets and associated improvements and drainage facilities constructed in Vista Village to the extent that such maintenance and repairs are not determined to be the responsibility of the Developer pursuant to the Latent Defect and Indemnification Agreement executed between the Developer and the County.

If you have any questions, please feel free to call me at (703) 777-7777.

Sincerely,

Nigel Tufts
Chairman
Vista Village Home Owner's Association

Record Drawings

The term "record drawings" shall be deemed to include what is sometimes referred to as "as built" drawings and shall be prepared in accordance with this Subparagraph. The following items shall be surveyed to determine actual field conditions, and the approved site plans or construction plans and profiles as annotated to reflect such actual field conditions shall constitute the record drawings.

1. Storm Sewer Systems
 - a. The general location of drainage structure(s) within their easements shall be observed and noted if the structure is outside the easement. Included in this location requirement are inlet or outlet end sections. Manholes wherever located shall have at least two measurements to permanent physical features provided.
 - b. The structure top and pipe invert elevations, including end sections, shall be provided.
 - c. Pipe size and the percent grade between inverts from structure to structure shall be noted.
 - d. Spot elevations of the invert of manmade drainage ditches shall be provided on 100 foot centers.
2. Pavement
 - a. The width of pavement shall be verified once for each width and at transitions.
3. Storm Water Management
 - a. The elevations and lengths of dams and spillways shall be noted.
 - b. The width of dams and spillways shall be noted.
 - c. Stand pipe structure sizes and heights shall be noted.
 - d. The volume of the detention impoundment area shall be calculated.
4. Buildings Shown on Site Plan
 - a. Exterior dimensions of buildings shall be noted.
 - b. Setback dimensions to buildings shall be noted.