

CHECKLIST FOR PRELIMINARY STREET ACCEPTANCE PACKAGE (AKA PSAP)

PROJECT: _____ **CPAP#** _____ **BOND#** _____

- NOTE:**
- PSAPs are only required for roads designated for State Maintained Road Agreement (SMRA).
 - The PSAP document is to be submitted as a digital copy of the originals (PDF). Each item can be an individual file or combined into a category file (i.e. Letters, Plans, LUPs, Reports, etc.). These may be submitted via CD / DVD, or email attachments (large files may be split into multiple emails).
 - PSAP submissions are not a replacement for, nor to be considered part of the complete SMRA release package required at project release. They fulfill the PSAP requirement only, allowing for the continued processing of bond extension requests.

REQUEST LETTERS:

- Performance Bond Release Request Letter fee check (\$500.00)*
 - As built release fee (\$300.00)*
- * These fees will not be charged at bond release request if paid at extension request.

VDOT LUP: - A plan & form (with original signatures) or "No Facilities Letter" for each utility

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| <input type="checkbox"/> Power – _____ | <input type="checkbox"/> Loudoun Water |
| <input type="checkbox"/> Phone – _____ | <input type="checkbox"/> Pedestrian Street Lights in ROW (from utility company only) |
| <input type="checkbox"/> Cable – _____ | <input type="checkbox"/> Decorative Signs Agreement (i.e. signposts, stop sign borders, etc. from HOA) |
| <input type="checkbox"/> Gas – _____ | |

LETTERS/FORMS/STUDIES:

- Proffers/Special Exceptions Form applicable to the project/site with original signature
- Corner Monuments Letter certifying property corners/iron pipes are set
- VDOT Entrance Permit OR LUP (Land Use Permit) application
- Pavement Design Approval Letter

GEOTECHNICAL:

- VDOT Pavement Design Approval Letter
- Sub-base/Compaction & Asphalt Density test results
- Concrete Break test results

PLANS/PLATS/DEEDS:

- Approved Construction Plans & Profiles (CPAP, with County approval signature)
- As-builts (if infrastructure is completed)
- Red-lined Record Plats certifying centerline distances with Recordation Data Stamp. Must be complete set.
- Sketch of road being accepted, stamped & signed by licensed professional with centerline distances to all intersections, to the rear of cul-de-sacs & to intersection(s) of nearest VDOT maintained road, color coded, legend, north arrow
- Approved Signage & Striping Plan
- Recorded Deed.

Please note for future final VDOT Street Acceptance; VDOT requires a separate review & approval for the following items:

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| <ul style="list-style-type: none">• Approved pavement marking & signage plan based on a traffic study for any signage & striping other than stop bars & stop signs. This includes but not limited to; speed limit signs, crosswalks, mid-block crossings, multi-way stop intersections, & designated school zones.• Approved speed study for all roads except subdivision streets where a 25 mph speed limit is enforceable by state law. | <ul style="list-style-type: none">• Separate request & inspection for guardrail placement.• Approved landscaping plan & permit for landscaping in the right of way.• Approved plan & permit for irrigation in the right of way.• Maintenance agreement for multi-use trails located in the right of way.• Bridge safety & final inspection approval letter for openings greater than 36 sq. ft. |
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