



LOUDOUN COUNTY, VIRGINIA

www.loudoun.gov

Department of Building and Development
Engineering Division – Third Floor, MSC #60
1 Harrison Street, S.E., Leesburg, VA 20177-7000
Administration: 703/777-0220 Fax: 703/737-8993

CHECKLIST FOR: PRIVATELY MAINTAINED ROADS AND/OR SITE PLAN BOND RELEASE

Project Name: _____

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

Contact Info: _____
Developer/Release Agent Telephone E-mail

Items 1-9 must be submitted to the County prior to bond release site inspection.

Additionally, a digital copy (PDF) of all documents must be provided to the County at the time of submission. These may be provided via CD/DVD, or email attachments (large files may be split into multiple emails).

- 1) Release request letter & Fees (\$300 As-Built Review Fee; \$500 Release Fee).

- 2) Vicinity Map (e.g. ADC Street Map Book excerpt).

- 3) Completed Proffer/Special Exception Conditions Certification Form; This form is required to be completed regardless of whether the project is subject to proffers and/or special exception conditions, or not. The form is available for download at: <https://www.loudoun.gov/DocumentCenter/Home/View/49758>

- 4) Conformance Letter: Developer certifies the project was built in accordance with the approved plans.

- 5) Corner Monuments Letter: Land Surveyor certifies all property corners have been monumented (required for land subdivisions).

- 6) Acceptance Letter: Statement from HOA/BOA/ Property Owner, that they have accepted responsibility for maintenance of bonded improvements.

- 7) GeoTech Report & Certification: Cover letter signed & sealed by the supervising professional, certifying compliance to State & County Standards for compaction test results of sub-base materials & layers of asphalt pavement in roads, parking lots, trails, and concrete break-test results for sidewalks, curbs & gutters (digital only copy required of test results).

- 8) As-Built plans: 2 hard copy sets (in addition to the digital/PDF)

- 9) VDOT Commercial Entrance Permit: (if connecting to a State Road).

- 10) Latent Defect Indemnification Agreement (LDIA) for Private Roads: if applicable, form can be downloaded at: <https://www.loudoun.gov/DocumentCenter/Home/View/17600>

- 11) Latent Defect Indemnification Agreement (LDIA) for Stormwater Management Pond: if applicable, form can be downloaded at: <https://www.loudoun.gov/DocumentCenter/Home/View/17592>

- 12) Wet Pond Agreement (WPA) and/or Facilities Maintenance Performance Agreement (FMPA): if applicable, assigned County Project Manager can provide appropriate document templates.

B. 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.

C. Checklist

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. Visibility triangle, as required by the Zoning Ordinance, 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 tree conservation and landscaping are in general conformance as to location with the approved Tree Conservation and Landscape Plan. Confirm plantings conform to correct category (canopy, understory, shrub, or evergreen) in required quantities. If not, a redline Tree Conservation and Landscape Plan shall be submitted for review and approval.

Section 8.108 – Record Drawings
Effective Date: 01/15/2018

(FSM) 8.305 BOND PROCEDURES AND REQUIREMENTS

F. Latent Defect Indemnification Agreement and Bonds

Before a Performance Agreement and performance bond guaranteeing private roadway or stormwater management system construction is released, a Latent Defect Indemnification Agreement secured by an adequate bond (LDIA Bond) shall be provided by the developer and approved by the Board of Supervisors or designee. The guarantee provided by such Agreement and LDIA Bond shall be for a period of fifteen (15) months following the date of release of the performance agreement and performance bond, and shall be in an amount equal to no less than ten (10) percent of all private roadway and stormwater management system construction under the original Bond Estimate. The LDIA Bond amount shall be calculated by a Licensed Professional Engineer (P.E.) or Surveyor and submitted to the Director for approval. Such guarantee must provide that the developer will be responsible for pavement, concrete or stormwater management system repairs arising from construction deficiencies as determined by the Director for a period of fifteen (15) months after performance agreement and bond release, with such repairs to be made within thirty (30) days after notification by the Director, or his agent, that such repairs are needed. If repairs are not accomplished within that time, the developer shall be deemed to be in default of the Agreement and LDIA Bond, and the Director may take any appropriate action provided for in such Agreement, including calling upon the LDIA Bond securing such Agreement in order to perform the repairs.

Section 8.300 – Performance Agreement and Bonding
Effective Date: 01/15/2018

EXAMPLE: CONFORMANCE LETTER

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

January 11, 2018

Mr. Michael Seigfried, Director
Department of Building and Development
1 Harrison Street, S.E., MSC #60
Leesburg, Virginia 20177-7000

RE: VISTA VILLAGE TOWNHOMES (CPAP 2017-0003)

Dear Mr. Seigfried:

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 is VDOT CG-6 as specified in the VDOT Road and Bridge Standards. Curb and gutter has been installed in accordance with the approved construction plans.
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 plans.
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 pavement design and applicable standards as noted by the attached geotechnical certification by Soils and Geotechnical Professionals. Attached is a copy of the approved signage and striping plan.
5. Visibility 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. Utilities in the public right-of-way are located as approved and per the VDOT Permit Manual.
7. Landscaping and Buffering: Tree conservation and landscaping is in general conformance with the approved Tree Conservation and Landscape plan. Plantings conform to the correct category and required quantities.

Sincerely,

Owner / Developer

EXAMPLE: CORNER MONUMENTS LETTER

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

January 11, 2018

Mr. Michael Seigfried, Director
Department of Building and Development
1 Harrison Street, S.E., MSC #60
Leesburg, Virginia 20177-7000

RE: VISTA VILLAGE TOWNHOMES (CPAP 2017-0003)

Dear Mr. Seigfried:

Pursuant to Loudoun County Facilities Manual Section 8.305.E.3.f. this letter will certify that all of the property corners for the above referenced section have been set.

Sincerely,

Professional Engineer/Surveyor

EXAMPLE: HOA/BOA/Owner ACCEPTANCE LETTER

**VISTA VILLAGE HOMEOWNERS ASSOCIATION
101 VISTA DRIVE
LEESBURG, VA 20177**

January 11, 2018

Mr. Michael Seigfried, Director
Department of Building and Development
1 Harrison Street, S.E., MSC #60
Leesburg, Virginia 20177-7000

RE: VISTA VILLAGE TOWNHOMES (CPAP 2017-0003)

Dear Mr. Seigfried:

Please be advised that representatives of Vista Village Homeowners Association (*or BOA or Owner*) have examined the above mentioned project and are satisfied the bonded improvements are acceptable. Vista Village Homeowners Association (*or BOA or Owner*) 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
President
Vista Village Homeowners Association