



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

- ☐ 1) Release request letter & fee (\$185 As-built Review Fee - \$2,310 Release Fee Payable to County of Loudoun)

→ Additionally, a digital copy of all documents uploaded to the PBOND file in LandMARC or on CD/DVD in PDF format 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 Manager _____

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