

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.

- ☐ 1) Release request letter & Fees: (\$1,645 PMRA & STPL Release Fee; \$850 Fee for SWM & \$185 As-Built Review Fee, for all applications).
- ☐ 2) A digital copy (PDF) of all release documents must be provided (via CD/DVD) at release package submission and before commencement of release process. Submission via Flash drives or links to cloud file-share sites will not be accepted.
- ☐ 3) Vicinity Map: (e.g., WebLogis or others online) non-photo, line map with site labeled & highlighted
- ☐ 4) Record Drawings (As-Built Plan), including SWM Facilities: 1 hardcopy AND digital copy referenced above.
- ☐ 5) Completed Performance Bond Release Certification: Required for all projects regardless if the project is subject to any Proffers and/or Special Exception Conditions. The forms are available here: [DOWNLOAD PERFORMANCE BOND RELEASE CERTIFICATION FORM](#) & [DOWNLOAD PROFFER/CONDITION STATUS UPDATE FORM](#)
- ☐ 6) Conformance Letter: Developer certifies the project was built in accordance with the approved plans. 2 hardcopies AND digital copy referenced above.

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- ☐ 7) Corner Monuments Letter: Property corners monumented (required for land subdivisions). Certification by Professional Land Surveyor/Engineer.
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- ☐ 8) Acceptance Letter: Entity Letter accepting responsibility for maintenance of bonded improvements. Letter to be dated within 180 days of release request.
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- ☐ 9) 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).
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- ☐ 10) Roadway Exhibit: Sketch with subject roadway highlighted in **Green** and dimensioned (linear foot length of road/streets associated with current release). Also, all sections/phases and adjacent labeled.
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- ☐ 11) VDOT Land Use Permit (Commercial Entrance Permit): (if connecting to a State Road). Status – Complete
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- ☐ 12) Letter of Map Revision (LOMR) from FEMA (Required for projects that increase base flood elevation of Major Floodplain or change the boundary).
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- ☐ 13) Latent Defect Indemnification Agreement (LDIA) for Private Roads: if applicable, is available here: [DOWNLOAD LDIA \(PRIVATE ROAD\) FORM](#)
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- ☐ 14) Latent Defect Indemnification Agreement (LDIA) for Stormwater Management Facilities, if applicable, is available here: [DOWNLOAD LDIA \(SWM FACILITIES\) FORM](#)
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- ☐ 15) Stormwater Management Maintenance Agreement (SWMA) (aka Wet Pond Agreement) and/or Facilities Maintenance Performance Agreement (FMPA), if applicable, are available here. [DOWNLOAD SWMA FORM](#) AND/OR [DOWNLOAD FMPA FORM](#)
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8.108 RECORD DRAWINGS

A. Filing Requirements:

Upon satisfactory completion of the installation of the required improvements shown on the approved site plan or construction plans and profiles, whichever is applicable, the developer shall submit to the Director two (2) copies of the completed record drawings, prepared and signed by a Licensed Professional Engineer (P.E.) or Surveyor, of such plans. Such record drawings shall be submitted at least two (2) weeks prior to the anticipated date of occupancy of any building for site plan applications. In the case of construction plans and profiles, the record drawings shall accompany the request for bond release in accordance with Section 8.300 of this manual or be submitted prior to record plat approval per Section 8.305 H of this manual, whichever is applicable. Such record drawings shall be reviewed for conformance with the approved plans and the ordinances and regulations of County and State agencies.

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 open channels shall be provided on 100-foot centers.
- e. On residential lots less than one acre in size, spot elevations located within overland relief flow paths and lowest point of entry. If the elevation of the overland relief point is higher than the design elevation, overland relief shall be verified for all affected structures

and updated information/plans shall be provided showing how overland relief is now achieved.

2. Pavement

- a. The width of pavement shall be verified once for each width and at transitions.

3. Stormwater 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 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 approved quantities for each category (large deciduous, small deciduous, shrub, or evergreen). If plantings do not conform to approved quantities for each category, a redline Tree Conservation and Landscape Plan identifying all changes also shall be included in the Record Drawing.

EXAMPLE: PROJECT BOND RELEASE REQUEST

LOUDOUN BUILD ALL, LLC

4 Urban Street
Leesburg, VA 20176

April 27, 2022

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

RE: VISTA VILLAGE TOWNHOMES

Dear Mr. Brewer

Please let this letter serve as a formal request for the Project Bond Release of:

Project Name:	Vista Village Townhomes
Application No.	CPAP-2017-0003
Bond No	08937655
Current Developer Address:	Loudoun Build All, LLC, 4 Urban Street, Leesburg, VA 20176
Developer Release Contact:	Tom Smith; 563-784-4597, tsmith@ifrerh.com

Enclosed please find 2 checks. 1st in the amount of \$500.00, representing the release fee; 2nd in the amount of \$300.00, representing the As-Built review fee.

Thank you for your consideration and please do not hesitate to contact me should you need anything further.

Sincerely,

Jerry Brown
Division President
Capital Division
Loudoun Build All, LLC

Enclosure:

EXAMPLE: CONFORMANCE LETTER

LOUDOUN BUILD ALL, LLC
4 Urban Street
Leesburg, VA 20176

January 11, 2018

Mr. Alan Brewer, 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. Brewer:

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. Alan Brewer, 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. Brewer:

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: ENTITY (HOA/BOA/Owner) ACCEPTANCE LETTER

VISTA VILLAGE HOMEOWNERS ASSOCIATION

**101 VISTA DRIVE
LEESBURG, VA 20177**

February 7, 2020

Mr. Alan Brewer, 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. Brewer:

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 roadways and associated sidewalks / trails and stormwater drainage / stormwater management facilities not maintained by VDOT or Loudoun County constructed in the Vista Village Townhomes 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

ALEXANDER'S CHASE: PMRA Mileage				
	Q(ft)	Q(miles)	Lane (miles)	
Macauley Pl.	338	0.06	0.12	
Chisholm Dr.	1,038	0.21	0.42	
Galbraith Sq.	1,136	0.22	0.44	
Breiting Ter	267	0.05	0.10	
Napier Ter.	266	0.05	0.10	
Ogilvie Sq.	565	0.11	0.22	
Macdougall Ter.	429	0.08	0.16	

ALEXANDER'S CHASE
Broad Run Election District

