

Application Name:		Application #:	
Representative Name:		Representative Phone:	
Representative Email:			

Required Items at Initial Submission (STPL/STMP/SPAM/REST and CPAP/CRCP/CPAR)	Submitted		
	Yes	No	Not Applicable*
01. Fee Payment Receipt. (FSM 8.106/8.107.B, FSM 8.101)			
02. Land Development Application Form. (FSM 8.106/8.107.B, FSM 8.101)			
03. Bond estimate. (FSM 8.106/8.107.B, FSM 8.304)			
04. If a stormwater management plan is required pursuant to Chapter 1096 of the Codified Ordinances, an unexecuted copy of the deed, and if available a plat, establishing long-term maintenance responsibility and necessary easements for storm drainage and stormwater management purposes. (FSM 8.107.B.1.d.)			
05. A completed Proffer/Condition Status Update Form if the application is subject to a Rezoning (ZMAP), Zoning Concept Plan Amendment (ZCPA), or Special Exception (SPEX). Otherwise, select "Not Applicable." (FSM 8.106/8.107.B)			
06. If Underground Stormwater Management Facilities or dam embankments related to stormwater management or recreational water impoundments are proposed, a geotechnical report is to be included with the stormwater management design review. (FSM 5.225.B.6.a. and FSM 5.225.B.8.a.)			
07. An electronic copy of required submission materials (i.e., plats, plans, exhibits, studies, reports, legal documents, and letters) in PDF format or such other standard digital format as specified by the Director. (FSM 8.100.1)			
08. Copies of the plan sufficient for distribution. (LSDO 1243.10(2) and 1244.02(1))			
09. A Phase 1 archaeological survey report prepared in accordance with FSM Chapter 7 of this manual. (FSM 8.106/8.107.B). Select one of the items below (either A, B, C, or D) as it pertains to this application:			
A. A Phase I report has been submitted with this application.			
B. A Phase I report was previously submitted for the parcel. Provide the associated application number(s). (FSM 8.106/8.107.B)			

<p>C. All areas located within the limits of disturbance have been developed (paved, filled, landscaped, and/or otherwise improved with buildings) under a previously approved application such that there are no undeveloped areas remaining. This information has been provided with the reconnaissance level survey submitted with this application.</p>			
<p>D. This application is a Revision to a Previously Approved Construction Plans and Profiles (CPAR) or a Site Plan Amendment (SPAM) that only proposes improvements located within the approved Limits of Disturbance shown on the most recently approved Construction Plans and Profiles, Site Plan, CPAR, or SPAM for the project. This information has been provided with the reconnaissance level survey submitted with this application and an exhibit depicting the prior Limits of Disturbance and proposed Limits of Disturbance.</p>			
<p>10. An archaeological reconnaissance level (“walkover”) survey of any area of the property not subject to the Phase I Archaeological Survey to identify potential cemeteries, burial grounds, and/or graves prepared in accordance with FSM Chapter 7 of this manual. (FSM 8.106/8.107.B). Select one of the items below (either A, B, or C) as it pertains to this application:</p> <p>A. The results of the reconnaissance level survey are provided with the Phase I archaeological survey report.</p>			
<p>B. The parcel has been developed entirely (graded, paved, filled, landscaped, or otherwise altered), such that there are no undeveloped areas remaining on the parcel. A dated, stand-alone reconnaissance level survey consisting of a narrative description of the parcel (existing conditions and history of development) with accompanying aerial photographs and maps and review of Loudoun County’s <i>Cemeteries and Burial Grounds</i> spatial database has been prepared by the Licensed Professional Engineer or Land Surveyor who prepared the plan has been submitted with this application.</p>			
<p>C. The entire property was subject to a Phase I survey; therefore, a reconnaissance level survey is not required.</p>			
<p>11. Yes, a cemetery, burial ground, or grave was identified and an archaeological delineation of the perimeter boundary of all burials has been provided in accordance with FSM Chapter 7. (FSM 8.106/8.107.B)</p> <p style="text-align: center;">or</p> <p>No, a cemetery, burial ground, or grave has not been identified and a delineation has not been submitted.</p>			
<p>12. For projects that go through the ESI Minimum Submission Review, confirm the items listed below are provided with this application:</p> <p>A. ESI Admissible Transmittal Letter</p>			
<p>B. ESI Peer Review Comments</p>			

C. Engineering Consultant's response to the ESI Peer Review Comments			
Revisions to Construction Plans and Profiles (CPAR): In addition to the items listed on lines #1-12, the items listed below are required. (FSM 8.109.B.3.)			
13. The cover sheet and revision block indicate that the plans are revisions to a previously approved application and the application number and approval date are provided. (FSM 8.109.B.2.)			
14. All revisions have been highlighted on all applicable sheets. (FSM 8.109.B.3.)			
15. A revision narrative identifies all the highlighted revisions. (FSM 8.109.B.3.)			
Revisions to Site Plans (SPAM) may be utilized for the minor revisions listed below in lines #17-20. Revisions beyond the scope shown on lines #17-#20 shall require a new site plan application. In addition to the items listed on lines #1-12, the items listed on lines #21-23 are required. (FSM 8.110.)			
16. The improvements shall be minor in nature and not change the external traffic flow patterns; or (FSM 8.110.A.1.)			
17. The gross floor areas have not been increased by more than 5,000 square feet or 75 percent of the gross building area, whichever is less; or (FSM 8.110.A.2.)			
18. The proposed additional disturbed area has not exceeded 10,000 square feet or 25 percent whichever is less; or (FSM 8.110.A.3.)			
19. The proposed revision will not require review and concurrence by external review agencies (i.e. Loudoun Water, VDOT, and Health Department). (FSM 8.110.A.4.)			
20. Zoning tabulations have been revised, as required. (FSM 8.110.B.1.)			
21. Reference has been provided on the plan denoting the original site plan number and associated approval date. (FSM 8.110.B.2.)			
22. Revisions have been highlighted on the original site plan and explained in detail within a project narrative. (FSM 8.110.C.)			

***For any "Not Applicable" items, provide an explanation below. You may use this section for additional information.**