



Town of Leesburg ESI Review
(TLER) Program
Processing Application



Founded 1987

Please Print Clearly! Incomplete form will be returned. Form must be signed and dated at bottom.
Town of Leesburg ESI Review applies to subdivision construction plans, final development plans,
preliminary subdivision plats, final subdivision record plats, easement plats, rough grading plans and
floodplain studies & alterations.

Date Submitted: _____

Project Name: _____

Contact Name: _____ Contact Organization: _____

Contact Address: _____

Contact Office Telephone: _____ Contact FAX Number: _____

Contact Email: _____ Contact Mobile Telephone: _____

Method of Payment: \$2000 paid by check # _____ drawn on _____ bank.
MAKE CHECK PAYABLE TO: TOWN OF LEESBURG ESI REVIEW

Project Number: _____ {For ESI staff use only}

Instructions: Town of Leesburg has contracted with the Engineers and Surveyors Institute to provide a Minimum Submission Review and Team Peer Review for subdivision construction plans, final development plans, preliminary subdivision plats, final subdivision record plats, easement plats, rough grading plans and floodplain studies & alterations. The information requested above is used only to track the plan and insure that the applicant's deposit is properly applied to this project. **Please fill out all information requested above!** A copy of this form with the project number will be returned to you with the first ESI review.

Receipt of the \$2000 deposit (check made out to Town of Leesburg ESI Review) will start the Town of Leesburg ESI Review process. Once the plan is approved or withdrawn, the unused portion of the deposit will be returned to the contact organization listed above with an accounting of all expenditures.

Agreement: The purpose of the Town of Leesburg ESI review program is to improve the quality of the plans being submitted, shorten the review times for Town staff, reduce the amount of review required and achieve a more predictable process of plan approval. The applicant or applicant representative indicated above, by signature below, (1) permits the firm of Joan Clark, CPA, PC or Assigns to deduct Town approved charges by ESI for conducting the reviews under this program and their services, (2) agrees to provide additional deposits if so required, and (3) understands that the unused portion of the deposit will be returned only upon official withdrawal of the plan from the Town process or approval of the plan. If a plan is withdrawn, the Applicant must notify ESI in writing to CLOSE the plan account. The deposit is subject to a processing fee of \$75. Other fees may be applicable for services such as courier or overnight delivery, additional reports, credit card usage, etc. that might be requested.

Signature of Applicant or Applicant's Representative

Date