



**ENGINEERS AND SURVEYORS INSTITUTE**  
 "A public/private partnership"  
**TOWN OF LEESBURG, VIRGINIA**  
**MINIMUM SUBMISSION REQUIREMENTS**



**DEDICATION/EASEMENT PLAT**

PROJECT NAME & #: \_\_\_\_\_  
 SUBMITTING FIRM: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 SUBMITTING ENGINEER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
 REVIEW DATE: \_\_\_\_\_ ESI REVIEW TEAM: \_\_\_\_\_

All references are to Section 2.17(b) of the Town of Leesburg Subdivision and Land Development Regulations, unless otherwise noted.

(Column abbreviations: OK = Addressed; REV = Revisions required; N/A = Not Applicable)

Code Reference	Description	Sheet	OK	REV	N/A	Line
(1)	General Information					
((a))	In the title block include: Title of plat, name of subdivision and / or owner's name as applicable, name of the Town, County and State on all sheets					1
((b))	Existing Zoning of the affected and adjacent properties					2
((c))	Names of owner(s) of record for the affected properties					3
((d))	Names, addresses, signatures, and registrations of professionals preparing the plat					4
((e))	Applicable Deed reference, Property Identification Number (PIN) of the affected properties					5
((f))	Date of plat preparation and dates of any revisions					6
((g))	Vicinity map at a scale not less than 1"=1000' indicating thereon roads and their names and route numbers, Town Corporate Limits, subdivisions, and other landmarks					7
((h))	Description and location of existing easements with recordation information affecting the plat					8
((i))	A 2" by 6" signature approval block for the Director					9
((j))	Note to state whether or not a current Title Report was furnished					10
((k))	Reference recorded covenants and restrictions, which will run with the land					11
((l))	Add a statement that the land boundary survey shown is based on a current field survey or from existing deed of record					12
(2)	Plat Tabulations					
((a))	Total area of original lot(s), dedication area and remainder of lot(s). in tabular form; Expressed to nearest SF or nearest ten thousandth of an acre (0.0000) or to degree of accuracy shown on recorded deed and associated plat from which the new plat is based upon					13
((c))	Complete curve data table for all curves for all easements and ROW dedications showing: delta, radius, arc, tangent, chord, and chord bearing					14
(3)	Existing Site Conditions					
((a))	Names of all adjoining property owners; also show departing property lines, existing zoning, and GPIN's					15
((b))	Accurate location of Town Corporate Limit Line, if within the limits of the project or within 100 feet thereof					16

Comments: \_\_\_\_\_  
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Code Reference	Description	Sheet	OK	REV	N/A	Line
((c))	Boundary information referenced on the plat shall be shown consistent with the approved Boundary Survey included with all types of Site Plans, (Residential Construction Plans) or Related Recorded Plats or Certified Map of Survey with all Town Capital Improvement Projects					17
((d))	Boundary information referenced on the Right of Way and or Easement plat is required to close with an error of closure within the limit of one in twenty thousand, be related to the true meridian, deed bearing system or the Virginia State Grid and include a minimum of four coordinate tick marks					18
((e))	When the property affected by a proposed easement or ROW dedication consists of land with more than one current land owner, outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts placed on the plat					19
((f))	Accurate location of existing and platted streets, their names, route numbers, centerline of right of way or centerline of improvements as applicable with dimensions from centerline					20
((g))	Accurate location of existing easements, public or private which are upon the property, including recordation information					21
((h))	Location of 100-year floodplain as shown on the most recent Federal Emergency Management Agency (FEMA) maps and provide FEMA Map Panel Number when a new floodplain easement is being proposed					22
(4)	Graphic Requirements					
((a))	All sheets shall be clearly and legibly drawn at a scale not less than 50 feet to the inch, with north arrow, on numbered sheets 18 x 24 inches in size, which shall be clearly marked as a Dedication and/ or Easement Plat. If more than one sheet is necessary, a match line and corresponding sheet numbering system shall be provided					23
((b))	All Text height shall have a minimum height of one tenth of an inch (0.10")					24
((c))	Graphical bar scale					25
((d))	Legend provided for non-standard symbols and undefined line types, shading, hatching or abbreviations					26
((e))	All proposed ROW clearly labeled and defined with centerline of existing right of way or centerline of improvements as applicable with dimensions from centerline. Dimensions shall be tied to the existing and the proposed ROW lines					27
((f))	All proposed easements (permanent and temporary) clearly labeled and defined, identified with widths and centerlines dimensioned along the centerline, when feasible, and tied to boundary lines and/or C/L or edge of existing easement(s)					28
((g))	If modifications to either the Town or FEMA 100-year floodplain are proposed, the plat shall indicate the existing and proposed limits of such floodplain					29
((h))	All dimensions of all lots and parcels shown in feet, and decimals of a foot to the closest one-one hundredth of a foot; all bearings in degrees, minutes and the nearest second					30
(5)	Other Information					
((a))	A deed of dedication and/or deed of easement for all rights-of-way or easements which will be conveyed to the Town of Leesburg as a result of the project, in a form approved by the Town Attorney					31

Comments: \_\_\_\_\_  
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