



DETAILED INSTRUCTIONS TOWN OF LEESBURG ESI REVIEW (TLER)

This applies to all ESI submissions, except Signature Set submissions.

1. Send an e-mail notification to Gary Newlen at gnewlen@esinova.org, the same day of the plan submission.
2. For first submissions, the applicant or the applicant representative will submit one copy of the plan documents to be reviewed, the completed Town of Leesburg (TOL) ESI Review Program Processing Application, a completed **Town of Leesburg Land Development Application (LDA)** and a check for the TLER process made out to “Town of Leesburg ESI Review”. The plan submission package is to be submitted to the ESI office at 7 Loudoun Street, S.E., Suite 3, Leesburg, Virginia 20175 between the hours of 9:00 AM to 4:30 PM, Monday through Friday. **If the front door is locked, go to the back door at the top of the steps.** The Log In Station is located in the building hallway immediately next to Suite 3.
3. Complete the LOG IN form at the above location.
4. Slip the check with the TLER Program Processing Application and the TOL LDA under the ESI door (Suite 3). **DO NOT LEAVE THE CHECK IN THE PLAN PACKAGE.**
5. Put the plan set in the correct box slot. (If the box is full, please place the plan package next to the box.)
6. Plans will be officially logged in by ESI and each will be assigned a TOL LMIS number for tracking purposes. A copy of the processing application with assigned number will be returned within 24 hours. Plans received after 4:30 PM will be officially logged in the next business day.
7. Upon completing the ESI Minimum Submission Review, a transmittal will be sent to the engineer indicating the status of the plan review with further instructions. The plan, with any ESI comments, will be placed in the “Out” box at the above address, ready for pickup.
8. Once an “Acceptable” transmittal is issued, the plan is then eligible to be submitted to the Town of Leesburg for review.
9. A new ESI submittal is required prior to all subsequent TOL submissions other than Signature Set submissions and must include one (1) plan set along with all other documentation requested. Submit directly to the ESI office as noted in No. 1 above. **DO NOT submit TOL review fee checks or other documentation to ESI.**

For specific questions relating to this process, please contact Gary Newlen, Senior Staff Engineer at 703-771-8488 or by e-mail at gnewlen@esinova.org.