Technical and Procedural Newsletter
Public Street Acceptance / Performance Bond release
Updated February 2018

TO: Members of the Land Development and Engineering Design Community

FROM: Michael Seigfried, Director

The purpose of this correspondence is to inform the Land Development Community of technical and procedural updates, which have recently transpired. Significate updates in this memo include Post Installation storm pipe video inspection requirements. See section 4.g.1 and the attached VDOT regulations. Please distribute this information to applicable personnel within your organization.

IN THIS EDITION:
1. The Street Acceptance Process
2. Updated Street Acceptance Package Checklist
3. VDOT LUP’s (Land Use Permits) Including A, IPP and LSP
4. Post Installation of Storm Drain Pipe (Attached), VDOT VTM-123 procedures (Attached)

This newsletter includes the following samples:
1. Street Acceptance Package Checklist (Page 11-12)
2. Public Street Inspection Guidelines for Bond Release (Pages 13-18)
3. Sample of Roadway Exhibit (Page 19)
4. Sample of Applicant Conformance Letter (Page 20)
5. Sample of Corner Monument Letter (Page 21)
6. Sample of VDOT Form LUP-A (Page 22)
7. Sample of VDOT Form LUP-IPP (Page 23)
8. Sample of VDOT Form LUP-LSP (Page 24)
9. Sample of a vicinity map (Page 25)
10. Loudoun County Proffer/Special Exception Release Certification (Pages 26-30)
11. Speed Study Guide (Pages 31-32)
12. Copy of Virginia Test Method -123 – Post Installation Storm pipe Video Inspection (Attached)
Loudoun County and the VDOT Leesburg office are further refining the process started in February of 2001 for Street Acceptance. Our goal is to define, clarify, and streamline the process by reducing paperwork, the number of inspections, and the time of performance bond release.

The County will perform two (2) inspections for the $500 fee. There may be an additional $300 As-built review fee required if not paid previously. The Street Acceptance Package will be reviewed by VDOT for completeness. If there are outstanding items identified, the package will be returned to the Applicant. When a complete package is accepted by VDOT, a joint County/VDOT inspection will be scheduled. If there are deficiencies identified during the inspection, the items must be corrected and a follow-up final inspection must occur within sixty (60) days. If there are any outstanding items again, a re-inspection fee of $500 will be required.

NOTE: All submissions shall include a PDF digital copy of all documents.
STREET ACCEPTANCE PROCESS

ITEMS TO IDENTIFY PRIOR TO SUBMITTING A PERFORMANCE BOND RELEASE REQUEST

1. **Extrinsic Structures**: Applicant must identify all drainage and extrinsic structures, including but not limited to multiple pipe crossings, box culverts, Conspans, and bridges. Those structures having a combined opening of 36 square feet or greater may require two (2) different inspections by the NOVA District Structures and Bridge Section of VDOT. A Bridge Safety/Inventory Inspection is required prior to opening the structure to public traffic. A Final Construction Inspection is required prior to accepting the structure for maintenance.

After the Bridge Safety/Inventory Inspection and sixty (60) days prior to submission of the release request, the Developer should submit via the County, a request for a Final Inspection of the structure (or structures) including:

A. A full size copy of as-built plans and shop drawings stamped by a Professional Engineer licensed in Virginia (PE).
B. A copy of the original VDOT approved working drawings, *(sealed and stamped by a PE licensed in the State of Virginia)* of the support excavation design, mechanically stabilized wall systems, overhead sign support structures, welding details, product descriptions, catalog cuts, and other structural details required for the completion of the work.
C. A compilation of certifications attesting to satisfactory results of test materials, workmanship, and adherence to the following control standards.
   - VDOT, *Road and Bridge Specifications*, current version and Supplemental Instructional and Informational Memoranda.
   - VDOT, *Road and Bridge Standards*, current version including Special Provisions.
D. A cover letter from the locality or a letter on behalf of the Developer, signed and stamped by a PE licensed in the State of Virginia, certifying, “The bridges, culverts, retaining walls, signs, and other structures defined herein were, to the best of my knowledge, information, and belief, constructed in accordance with the approved plans and specifications for this project.”

In addition to the Safety and Final inspections referenced above, pedestrian underpasses or overpasses, golf cart crossings, and streets over water impoundments (dams), require an Extrinsic Structure Agreement. Two (2) agreements are required. One agreement is between the Developer/HOA and the County. A second agreement or permit between the County and the Commonwealth of Virginia is required addressing the responsibility for inspection, maintenance, and liability associated with the facility.
2. **SWM Facilities**: Storm water retention ponds, detention ponds, underground vaults, bio retention, Filterra’s, etc. may require a separate HOA/County maintenance agreement and requires a separate inspection and a punch list created by General Services. Contact the assigned Project Manager (inspector) for the appropriate agreement form. Such agreements are reviewed by the County Attorney’s Office and may take several months to complete.

3. **Trails**: (non-standard pedestrian walkway) impacting the right-of-way, or sidewalk that meanders in and out of the ROW, require an Agreement for Maintenance of Non-Standard Sidewalk/trail (within the public right-of-way) between the Developer/HOA and the County. Contact the assigned Project Manager (inspector) for the appropriate agreement form. These agreements are reviewed by the County Attorney’s Office and may take several months to complete.

4. **Third-party work** underway at the time of the inspection on the subject road will require a LUP-IPP and bond per VDOT regulation. Identify vehicular entrances. Any entrance on the subject road that is not shown on the approved plan will require a LUP-IPP and bond to be submitted at Final Inspection. (#7, Page 23)

5. **Pavement Marking and Striping Plan**: Approved by VDOT Roadway (Traffic Eng.). Road sections that have any pavement marking and signage other than a standard stop sign and a stop bar require a Pavement Marking and Striping Plan. Submit any plans not previously approved to the Project Manager (inspector) assigned to your release. The County will forward the plan to VDOT for review and approval.

6. **Landscaping, Lighting & Irrigation**: A separate plan must be submitted to the County, for review and approval by VDOT, for any landscaping, lighting, and irrigation systems within or impacting the right-of-way (e.g. sight distance). A VDOT form LUP-A/LUP-LSP, a Covenant of Perpetual Maintenance and, in some cases, a perpetual maintenance bond will be required. (#6 - 8, Pages 22 - 24)

7. **Guardrail**: Areas that may require a separate guardrail plan must have a plan sheet for the proposed guardrail locations submitted to the County for VDOT review and determination. Otherwise, install guardrail per the approved plan.

8. **Street/Pedestrian Lighting**: Lighting within the right-of-way will require a LUP-IPP from the utility company. If the style of light pole is not the utility company’s standard light pole, then the lights will have to be removed from the ROW.

9. **Sight Distance**: Sight distance requirements must meet VDOT standards for ALL intersections and will be verified at the VDOT inspections. Streets will not qualify for acceptance without proper sight distance.

10. **Warrant of Studies**: (speed study) Required to justify traffic calming measures (i.e. multi-way stops, school “wink-o-matic” signs, traffic signal plans) and speed limit postings other than 25 MPH or 55MPH. **NOTE**: If a street does not meet the qualifications as stated in the Traffic Engineering & Road Design Manuals (i.e. a sufficient number of residential entrances for its length) then the speed study will be required. (#11, Pages 31-32)
The Applicant will request an appointment to submit the street acceptance package to Loudoun County Staff for review or to request an appointment at the VDOT Residency for the initial package review:

A. A written request for final release from the State Maintained Roads Agreement and Bond signed by the owner/applicant who executed the original agreement.
B. The release fee of $500 and As-built review fee of $300, if not paid previously
C. A complete Street Acceptance Package

**NOTE:** Loudoun County or VDOT will perform a review of the Street Acceptance Package documents. Any deficiencies to the package will be noted on the review checklist and given to the Applicant to complete and submit to the County. The reviewer will retain the SAP until complete and ready for VDOT review.

### List of Items to Include in your Street Acceptance Package

1. **Request Letter(s)**
   a. Performance bond release request letter and fee check(s). ($500 Release Fee and $300 As-built Review Fee)
   b. SWM Facility Inspection request letter. With contact info and directions to the site and each pond. An asbuilt of the SWM facility is required for General Services Inspection.

2. **Utilities** Anything in the right-of-way not maintained by VDOT will require a Form LUP-IPP and two (2) sets of plans highlighted to show the location of those items.

**NOTE:** All utilities (e.g. water/sewer, telephone, electric, gas, cable, fiber optic, landscaping (LUP-SP), irrigation systems) within the right-of-way shall provide a LUP-IPP and plans. If the utility company has no facilities within the right-of-way, an original letter from the utility must be provided (in lieu of the LUP-IPP and plans). The letter shall verify the name of the subdivision, the name of the streets, and state that none of their facilities are in the right-of-way. Landscaping and irrigation systems within the ROW may require an agreement and perpetual bond with the VDOT permit.
3. **Studies, Letters & Forms**

a. **Proffer/Special Exception Form:** A listing and status of all applicable Proffers/Special Exceptions for the project/site *(see certification form pages 26-30)*

b. **The Public Street Inspection Guideline Checklist:** This checklist contains everything the County and VDOT inspects during the street acceptance inspection process. *(Sample #2, Pages 13-18)*

c. **Warrant of Studies:** (speed study) Required to justify traffic calming measures (i.e. multi-way stops, school “wink-o-matic” signs, traffic signal plans) and speed limit postings other than 25 MPH or 55MPH. **NOTE:** If a street does not meet the qualifications as stated in the Traffic Engineering & Road Design Manuals (i.e. a sufficient number of residential entrances for its length) then a speed study will be required. *(Sample #11, Pages 31-32)*

d. **Developer Letter:** A letter/certification from the Developer/Owner/Engineering Firm stating that all improvements have been completed in accordance with the approved construction plans and profiles, specifications, and requirements of the Facilities Standards Manual. For any improvements to be accepted by VDOT for maintenance, such certification shall state that the improvements have been installed in accordance with VDOT requirements. *(Sample #4, Page 20)*

e. **Corner Monument Letter:** A stamped and signed letter from a licensed Professional certifying that the corner monuments are set or that the right-of-way is staked for verification in the field *(Sample #5, Page 21)*

f. **VDOT Tie-In Permit:** One copy of the VDOT street tie-in permit authorizing the applicant to connect to a VDOT maintained roadway. (#949- xxxxxxx). If an entrance permit (LUP) was not required at the time of plan approval an LUP application will now be required and included into your street package. (*fees may apply)*

4. **Geotech Reports:**

a. A letter by the Engineering Firm summarizing and certifying that all tests meet or exceeded County and VDOT standards.

b. One copy of the base/subbase compaction test.

c. One copy of the asphalt roller patterns and density test results for all asphalt courses.

d. One copy of the concrete test reports including slump, strength, and temperature.

e. In lieu of third-party reports, the Applicant must provide Asphalt Core reports and Windsor Probe tests for concrete.

f. **Pavement Design - Approval letter(s) from VDOT for each named street or section of street In your addition package.**

g. Provide a digital copy of the video camera post installation inspection in accordance to Virginia Test Method-123 (see page 33).

1. Video of storm pipe is mandatory per VDOT Road and Bridge Spec 302.03 and VTM 123.
   a. Video 100% of pipes 48” or less as shown on the plans.
   b. Can be inspected visually If pipe is>48”.
   c. Video 10% of culverts with an opening of 36 sq. ft. or less.
5. Plans, Plats & Deeds:
   a. **Approved Construction Plans & Profiles/Site Plan**: One (1) complete, approved set of plans (hardcopy). *Note: The approval block on the title sheet must be signed and dated.*
   b. **As-builts**: Two (2) sets of Record Drawings (as-builts) one (1) hardcopy and (1) one digital copy. As-built submission shall include all revisions to the latest approved plans. All as-built information shall be clearly labeled. The Applicant submitting the Record Drawings shall also submit a letter certifying the curb & gutter, sidewalk/trail, drainage, pavement sight triangles and clear zones, utility placement, and the landscaping and buffers were inspected and are in conformance with the approved plans. See Chapter 8.108 of the FSM. *Note: Provide an as-built of the landscaping if there are significant changes (to the landscaping) from the approved plan.*
   c. **Record Plat(s)**: Two (2) copies of the approved Record Plat(s) signed by Loudoun County covering all dedicated rights-of-way for the streets to be inspected/accepted for VDOT maintenance. The plats must have all pages, the instrument numbers from the County Clerk’s Office or indicate the deed book, page number, and date of recordation in the margin of the plat. Also, red-line the centerline and have the centerline distance certified by a Professional Engineer. *Note: If there are more than two (2) sets of plats in the package then a composite sheet shall be provided. Also, provide plats for previously unaccepted portions of roadways that are needed to maintain continuity (e.g., stub streets or intersection).*
   d. **Recorded Deed(s)**: Including any supplemental deeds, deeds of vacation, etc.
   e. **Signage & Marking Plan**: One copy of the VDOT approved Signage and Marking Plan. Signage and pavement marking plans not approved by NOVA District Traffic Engineering (VDOT) -or- field modifications to the approved signage and pavement marking plans will require two (2) copies to be submitted to the County who will forward it to VDOT for review. A VDOT approved signage and striping plan is required prior to scheduling the VDOT inspection. *“Rule of Thumb” - if there is anything other than the standard 30” stop sign and a stop bar you must have a VDOT approved Signage and Striping Plan or submit plan for review.*
   f. **Roadway Exhibit**: Two (2) copies on 11” x 17” or smaller paper scale drawings of the roads being proposed for maintenance. The drawing must show the centerline distances to all intersections, including the distance, in each direction to the nearest road maintained by VDOT. All distances shall match information on plats and as-builts.
      Color code the drawing:
      **Blue** - to show what is currently maintained by VDOT
      **Red** - to indicate the roads you are requesting be inspected
      **Yellow** - for sections of roadway to be discontinued or abandoned.

Include a North arrow, scale, legend, and general information regarding the pavement design and width of right-of-way. This drawing must be certified by a licensed professional for all distances. *(Sample #3, Page 19)*
6. **Agreements/Inspection Reports**
   a. **Extrinsic Structure Agreement:** Facilities that impact the right-of-way if applicable. Note: See Item 1, Page 3.
   b. **Final Inspection Reports:** Copies of reports for final acceptance by VDOT for bridges, culverts, or similar structures.
   c. **Trails Agreement:** Non-standard pedestrian walkway. Under SSR rules, an asphalt trail that is fully within the public ROW may requires an Agreement for Maintenance of Non-Standard Sidewalk/ between the Developer/HOA and the County. These agreements are reviewed by the County Attorney’s Office and may take several months to complete.
   d. **Quit Claims:** Any recorded easement shown in the proposed right-of-way will require a recorded Deed of Quit Claim. Please review the plats carefully for any/all easements prior to submitting package.
   e. **Subordination of Rights Agreement:** Given by utility companies in lieu of a Deed of Quit Claim. This agreement is reviewed by the County Attorney’s Office and may take several months to complete.
   f. **Dam Agreement:** The road acts as a dam for a pond; This agreement is reviewed by the County Attorney’s Office and may take several months to complete.
   g. **Decorative Sign Agreement:** Non-standard VDOT signs with a decorative border
   h. **Sign Variance:** Non-standard signs (i.e. decorative borders) Approved by General Services
   i. **Covenant of Perpetual Maintenance:** Sidewalks & trails meandering in & out of ROW; Individual homeowner landscaping/irrigation, etc. will also require maintenance bond set by VDOT.

7. **Vicinity Map:** Map showing location of the project (usually from the ADC street map book) (Page 25)
1. **Loudoun County Staff will meet with VDOT to review the Street Acceptance Package.** If the Package is complete and acceptable, the VDOT representative and Loudoun County staff will both initial the checklist as having been reviewed and accepted and sign the form with a date for the inspection. If the Package is found incomplete, the County will contact the Applicant for corrections. If the deficiencies to the package are such that it cannot be corrected and resubmitted quickly, the Applicant may forfeit their fees and ask to re-submit the application.

2. **When a complete Street Acceptance Package is accepted by VDOT** an inspection date will be scheduled.

3. **VDOT Street Inspection:**
   a. The Applicant shall provide a set of approved (by Loudoun County & VDOT) construction plans, record plat and, if applicable, approved landscaping, irrigation, and signage & striping plans.
   b. **If the inspection identifies deficiencies,** a punch list will be generated.
   c. The applicant will be given 30 days to complete the punch list. If the punch list is not completed within 30 days, VDOT reserves the right to start the inspection process over.
   d. **When all items included on the punch list are verified as corrected,** the applicant will notify the Loudoun County inspector and he/she will contact VDOT to schedule a final inspection.
   e. **If the inspection reveals no deficiencies,** the VDOT representative will provide Loudoun County with the completed AM 4.3 form, a copy of the sketch and draft resolution to forward to the Board of Supervisors (BOS). The VDOT representative will also provide the applicant with the completed bond and fees document.
   f. **VTM 123 – Special Provision for Section 302, Drainage.**
      If, during the inspection of structures (i.e. drop inlets) and storm sewer pipes, it is determined that any portion of the structure or storm sewer pipes are considered to be a confined space or difficult to view, the developer may be requested to video said structure/storm sewer pipe(s) and submit to VDOT for review.
   g. A speed study may need to be provided to justify a non-standard speed limit posting.
4. The Applicant shall post a maintenance bond and fee with VDOT.

5. The Loudoun County Street Acceptance Coordinator will assemble the resolution package both a hardcopy and a digital copy and submit them to the BOS contact.

6. Upon approval, the BOS will send the approved, signed resolution to the VDOT Leesburg Office. VDOT will include the resolution and the Applicant’s fee and bond with the entire package and forward everything to VDOT’s Highway Business Data Analyst in Richmond, VA for final approval.

7. VDOT will notify Loudoun County when the subject roadways have been included into the State System for maintenance.

8. Loudoun County will do one last inspection to ensure that everything outside the right-of-way is still in compliance and ready for bond release.

9. Loudoun County will forward all pertinent documentation to Bond Committee for bond release approval.

10. Upon the approval of the Bond Committee, Bonds Management will release the collateral associated with this project and provide a letter of release to the Applicant.

11. Approximately ten months from the date of VDOT acceptance, VDOT will re-inspect the site for latent defects. If no latent defects are found, the Applicant will be relieved of any further obligation. The bond previously posted with VDOT will expire automatically. If latent defects are found, the applicant will be responsible for the repair of such latent defects.
Loudoun County, Virginia
www.Loudoun.gov

Department of Building and Development
1 Harrison Street, S. E., P. O. Box 7000, Mailstop #60A, Leesburg, VA 20177-7000
(703) 777-0220 Fax Numbers: Permits (703) 771-5522 – Engineering (703) 737-8993

Project Name:______________________________________________________________________
Application #:______ -_______ - _______ Bond Number:__________________________________
e.g. CPAP, CPAR, STPL etc.

Contact Info:  _______________________  ________________    ___________________________
Developer / Release Agent    Telephone Number    Email

Request Letters
☐ ☐ Release request letter & fees  ($300 As-Built Review Fee, $500 Release Fee, payable to County of Loudoun) (Notes—)
☐ ☐ SWM Pond(s) Inspection Request Letter (w/contact, site & pond(s) location.):

LUP Forms and Two (2) Annotated Plans for Each Utility (original signatures on forms)
☐ ☐ Power:   ☐ Dominion   ☐ NOVEC   ☐ Other
☐ ☐ Phone:   ☐ Verizon   ☐ AT&T    ☐ Open Band   ☐ Other
☐ ☐ Cable:   ☐ Comcast   ☐ Adelphia   ☐ Open Band   ☐ Other
☐ ☐ Gas:     ☐ Washington Gas   ☐ Other
☐ ☐ Water Utilities:   ☐ Loudoun Water   ☐ Town-owned
☐ ☐ Street Lights in ROW (from utility company only):  
☐ ☐ Irrigation in ROW plan (pre-approved by VDOT):
☐ ☐ Landscaping/landscaping lights plan (from HOA):
☐ ☐ Decorative signs (i.e. non-standard signposts, sign borders, etc. from HOA):

Letters/Forms/Studies
☐ ☐ Public streets guidelines form:
☐ ☐ Proffer/Special Exceptions form (even if no proffers; w/original signatures):
☐ ☐ Speed study:
☐ ☐ Certification letter (certifying project is in conformance with approved plans):
☐ ☐ Survey letter (certifying monuments are set):
☐ ☐ Tie-in permit (or LUP app. if connected to VDOT road prior to acceptance):
☐ ☐ Homeowners Association letter (only for private roads and common areas):

Geotechnical items
☐ ☐ Pavement design (approved by VDOT w/CBR report; if missing, core report & list of pavement types):
☐ ☐ Geotechnical reports & tests (on CD, in .PDF):
☐ ☐ Sub base/compaction, asphalt test results (1 copy, or in electronic form):
☐ ☐ Concrete test results (1 copy or in electronic form):

Notes:
Pl�es/Plats/Deeds

- Construction plans, approved (w/County signature): ________________________________
- As-buîlts, (2 full copies + one partial for pond) : ________________________________
- Record Plat, (2 copies): Plaṭ: ________________________________ (List date of recordation & doc location - OR - instrument number)
- Record Deed (1 copy): Deed: ________________________________ (List date of recordation & deed book/page - OR - instrument number)
- Sketch, (2 color coded): ________________________________
- Vicinity Map (ADC, others, online): ________________________________
- Striping & signage plan, (1 copy): ________________________________
- Quit Claim Deed (utility or other easement(s) in ROW): ________________________________

Agreements/Inspection Reports

- Extrinsic structure agreement(s) ________________________________
- Bridges report, final (1 copy): ________________________________
- Dam agreement (road built over dam for pond access; approved by CAO): ________________________________
- Trails agreement (Non-standard sidewalk, i.e. asphalt trail fully within ROW; approved by CAO): ________________________________
- Covenant of perpetual maintenance: ________________________________
- Digital copy of Post Installation Inspection Storm Pipe with report: ________________________________

 Accepted? : ________________________________

- PROVIDE A DIGITAL COPY OF ALL DOCUMENTS SUBMITTED WITH THIS ADDITION PACKAGE.

Notes:

1. Identify party to be bonded here.

2. Drawings, etc:

3. This package was accepted by VDOT on _____ / _____ / _____ VODT: ________________________________
### Public Street Inspection Guidelines

**Preliminary Inspection for Bond Release**

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<td>01.</td>
<td><strong>Items in the Right-Of-Way</strong></td>
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<td>• All sprinkler/irrigation systems in the right-of-way must be removed.</td>
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<td>• All areas of the right-of-way must be stabilized. If the site is being currently worked, it must have proper erosion and sediment controls. There shall be no silt fence or mulch in the VDOT right-of-way.</td>
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<td>• There shall be no extraneous items in the right-of-way such as construction trailers or basketball hoops, dumpsters.</td>
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<td>• Signs in the right-of-way are prohibited.</td>
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<td>• No fences, walls, raised walkways, large rocks, etc. are allowed in the right-of-way.</td>
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<td>• There is be no homeowner landscaping in the right-of-way or items which would be a trip hazard or interfere with snow removal. An example of this would be a raised timber planter around a mailbox.</td>
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<td>• If there is any HOA landscaping in the right-of-way, there must be a Maintenance Agreement with bond.</td>
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<td>• Street must serve two or more occupied, separately owned, units linked with other streets that are maintained by VDOT, or serve as access to churches, schools, or public recreational facilities.</td>
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<td>• Street must generate at least 100 vehicle trips per day (including weekends).</td>
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| 02. | **Curb and Gutter** | | |
| | • Curb and gutter roadway shall meet VDOT standards. | | |

#2
- Public roadways may be designed with a curb and gutter section or a shoulder and ditch section. Shoulder and ditch sections shall have well-graded and stabilized shoulders which may be paved or graveled.

- Curb and gutter shall not be defective and shall have:
  A. Correct type constructed.
  B. No cracked or spalding areas.
  C. No humps or depressions.
  D. No patches or sections of curb and gutter shorter than 6’.
  E. No standing water on curb and gutter.
  F. Transverse joint control that are spaced no more than 20 feet apart.
  G. A vertical alignment that matches roadway and sidewalk.
  H. Runoff conveyed correctly into curb inlet or adequate channel.

- If there is a curb cut there must also be a standard VDOT entrance or CG-12 ramp.
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<td>03.</td>
<td><strong>Sidewalks and Trails</strong></td>
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<td>• Sidewalks shall be placed at least one foot within VDOT right-of-way.</td>
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<td>A. Sidewalks shall meet a standard slope of ¼” per foot grade.</td>
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<td>B. Sidewalks shall slope towards the roadway.</td>
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<td>C. Sidewalks shall have transverse expansion joints spaced no more than 100 feet apart.</td>
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<td>D. Sidewalks shall not be less than 4 or 5 feet in length, 4 feet in width, and a minimum 4 inches in thickness.</td>
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<td>E. Abutting structures and aprons shall have expansion joint materials.</td>
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<td>F. Sidewalks shall end at accessible areas (i.e. ramps).</td>
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<td>G. Sidewalks shall be free of defects (i.e. cracks, holes, and breaks excessive spauling).</td>
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<td>H. Sidewalks shall be free of overhanging branches (7 feet minimum vertical clearance) or encroaching low growing plants.</td>
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<td>I. Sidewalks shall be free of encroaching bushes and protruding mailboxes.</td>
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<td>J. Sidewalks shall contain no trip hazards, defects and have a smooth texture.</td>
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<td>K. All non-standard sidewalks must have a maintenance agreement with Loudoun County.</td>
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<td>L. Non-standard sidewalks (trails) must have a Maintenance Agreement from the HOA.</td>
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<td>M. There must be no mid-block crossings.</td>
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<td>N. There must be no voids under walkways.</td>
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<td>• Lead walks shall be kept behind sidewalks and free of trip hazards or unsuitable materials.</td>
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<td>• Handicap access, in accordance with State and Federal requirements, shall be provided at roadway intersections with curb and gutter.</td>
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<td>04. <strong>Entrances and Driveways</strong></td>
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<tr>
<td>- An entrance permit shall be secured from VDOT in order to tie into an existing VDOT maintained road.</td>
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<tr>
<td>- Entrances shall be the correct type and shall have or be:</td>
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<tr>
<td>A. 16 feet wide for a 2-car garage or 20 feet wide for a 3-car garage.</td>
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<tr>
<td>B. Enough width to prevent vehicles from running over the grass or sidewalk.</td>
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<tr>
<td>C. Proper alignment with the garage.</td>
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<tr>
<td>D. A tie-in angle of 90 degrees to the roadway.</td>
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<tr>
<td>E. No sight distance problem caused by curves or plantings.</td>
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<tr>
<td>F. Aprons shall not be cracked, broken, or spalled.</td>
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<tr>
<td>G. Driveway sealed next to apron.</td>
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<tr>
<td>H. Driveway final topped.</td>
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<tr>
<td>I. Expansion material used in curb line, sidewalk, or concrete driveway.</td>
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<tr>
<td>J. Entrance slope is no to exceed 8%.</td>
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<tr>
<td>K. Driveway slope is not to exceed 12%.</td>
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<tr>
<td>L. No sign of vehicle dragging during entry.</td>
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<tr>
<td>M. Correct size, length, and type of culvert for road with shoulder and ditch section.</td>
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<tr>
<td>N. Culverts are undamaged and draining properly.</td>
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<tr>
<td>O. Mailbox set back out of roadway or curb line.</td>
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</table>

<table>
<thead>
<tr>
<th>05. <strong>Roadway Pavement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- The streets shall intersect at right angles and operate with stop or yield signs.</td>
</tr>
<tr>
<td>- All connecting streets shall have adequate sight distance with no obstructions. An easement shall be required where the sight distance is outside of the right-of-way.</td>
</tr>
<tr>
<td>- All pavements shall be at finished grade.</td>
</tr>
</tbody>
</table>
- Pavement shall not be defective and shall have:
  A. No potholes.
  B. No alligatoring or cracks.
  C. All joints sealed.
  D. No petroleum products spilled on asphalt.
  E. No pumping though asphalt.
  F. Joint line tightly abutting the curb.
  G. Manhole lids and valve boxes level with pavement.
  H. No pavement humps and depressions.

### Storm Drainage Items

- There shall be a Road Over- Dam Agreement for all dams.

- There shall be an easement for any road over the dam.

- Drop inlets shall have:
  A. Correct location, length, opening and type.
  B. No defects (i.e., cracks, breaks, or spalls)
  C. Throat blocks parged and sealed.
  D. Inlet apron that does not extend lower than flow line.
  E. Steps provided and equally spaced from top to bottom where inlet depth is 4 feet or greater.
  F. All joints and lift holes parged.
  G. Outfall drainage to the first structure outside the right-of-way, working properly and free of defects.
  H. Weep hole with a screen present and functioning.

### Ditches and Swales

- Shall have established vegetation and no erosion.

- All riprap shall be lower than outfall invert.

- No standing water shall be in ditches and swales.

- No plantings or structures shall be allowed in an easement.

### Street Signs

- Stop signs shall be placed facing approaching traffic.
<p>| | |</p>
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<tr>
<td></td>
<td>• Stop bars are to be placed next to stop signs as needed.</td>
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<td></td>
<td>• Street name sign shall not be placed on the same corners as stop signs other than at intersections with multi-way stop signs.</td>
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<td>• Turn around must be an acceptable type.</td>
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<tr>
<td>09.</td>
<td><strong>Roadway Pavement Marking</strong></td>
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<tr>
<td></td>
<td>• All markings shall be Type B, Class 1 or Type “A”, per VDOT direction</td>
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<tr>
<td>10.</td>
<td><strong>Street Lights</strong></td>
</tr>
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<td>• Street lights must NOT be breakaway type.</td>
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<td></td>
<td>• A LUP-IPP package must be submitted for street lights that are within the right-of-way.</td>
</tr>
<tr>
<td></td>
<td>• Street lights shall be properly installed and free of defects.</td>
</tr>
</tbody>
</table>
February 26, 2018

Mr. Michael Seigfried  
County of Loudoun  
Department of Building and Development  
One Harrison Street, P.O. Box 7000  
Leesburg, Virginia 20177-7000  

RE:  Loudoun Heights Section 2 (CPAP 2003-3003)  

Dear Mr. Seigfried:

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 in constructed in accordance with the approved plans, profiles and specifications and the requirements of the Loudoun County Facilities Standards Manual for this project.

The curb and gutter (CG-6) is of the proper type, the sidewalk is within the Right-of-way and is comprised of 6 inches of 21-A gravel and 4 inches of 3000PSI concrete. All of the drainage swales and overlot grading is within 1/10 of a foot from the approved plan and positive drainage exists throughout the entire site. Attached is a copy of the approved Pavement design and the certification form Ace Engineering confirming the proper placement and compaction of the sub base and asphalt layers.

All of the sight distances and clear zones have no encroachments; the utilities are located in the proper easement or according to the plan submitted with Land Use Permit with VDOT. Lastly, all of the Landscaping is alive and planted as shown on sheet 15a of the approved plan.

Sincerely,

Owner / Developer
February 26, 2018

Mr. Loudoun County, Director
County of Loudoun
Department of Building and Development
One Harrison Street, P.O. Box 7000
Leesburg, Virginia 20177-7000

RE: Loudoun Heights Section 27000 (CPAP 2003-3003)

Dear Mr. County:

Pursuant to Loudoun County Facilities Manual Section 8.305.E.1.f, this letter will certify that all of the property corners for the above referenced section have been set.

Sincerely,

Licensed Professional
LAND USE PERMIT APPLICATIONS

Revision Date: 3/2010

Commonwealth of Virginia
Department of Transportation

LUP-A
LAND USE PERMIT APPLICATION

APPLICATION is hereby made for permit as shown on the accompanying plans or sketch and as described below. Said activity(ies) will be done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties hereto before referred to. Where applicable agreements may be attached and made a part of the permit as shown including any cost responsibilities covering work under permit. Applicant agrees to maintain work in a manner as approved upon its completion. Applicant also hereby agrees and is bound and held responsible to the owner for any and all damages to any other installations already in place as a result of work covered by resulting permit. Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board members of the Board, the Commonwealth and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit the applicant agrees to waive for itself, successors in interest or assign any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistance Act of 1972 as amended in event the Department or its successor, choose to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personality of whatever kind or description that may hereafter be located, should this application be approved.

Driver’s license or Tax ID number __________________________ Contact Name __________________________
Owner Name ____________________________________________ E-mail Address __________________________
Address ______________________________________ Phone Number (_____) _______________ _______________
City ___________________________ State _______ Zip Code ___________ Emergency Number (_____) _______________ _______________
Fax Number (_____) _______________ _______________

Driver’s license or Tax ID number __________________________ Contact Name __________________________
Agent Name ____________________________________________ E-mail Address __________________________
Address ______________________________________ Phone Number (_____) _______________ _______________
City ___________________________ State _______ Zip Code ___________ Emergency Number (_____) _______________ _______________
Fax Number (_____) _______________ _______________

Permit Term Requested ______________________ Fees Enclosed $ __________ Check Number ____________ Coupon Number(s) ____________
Money Order ____________________________ Other ____________________________ Estimated cost of work to be performed on VDOT Right of Way $ ____________

Surety Information: Surety Company Name __________________________
Amount of Surety $ ____________________________ Obligation Amount $ ____________________________
Check # ____________ Bond # ____________ ILC # ____________
[ ] Corporate Surety [ ] Resolution [ ] Ordinance [ ] Waived

The Surety posted by Owner ( ) or Agent ( )

Surety Refunds paid to Owner ( ) or Agent ( )

Applicant has provided proof of the following requirements in accordance as defined in Code of Virginia section 7.1-1151.1:

(1) The applicant has registered as an operator with the appropriate notification center.
(2) The applicant has obtained a surety bond, that the surety company has notified the commercial and residential developer, owner of commercial or multifamily real estate, or local government entities with a property interest in any parcel of land located adjacent to the property over which the land use is being requested, that application for the permit has been made.

Request Permission: To perform the following activity(ies)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

as per attached plans.

Location: Tax Map Number ____________________________ Applicant Job No. ____________________________
Geographically in County / Town / City of ____________________________ On Highway Route and /or Name ____________________________
Between Route ____________________________ St. Name ____________ Latitude ____________ Longitude ____________
And Route ____________________________ St. Name ____________ Latitude ____________ Longitude ____________

[ ] IF APPLICABLE, I AGREE TO PAY THE FULL SALARY AND EXPENSES OF A STATE ASSIGNED INSPECTOR IN CONJUNCTION WITH THIS PROJECT, COVERED BY ACCOUNT RECEIVABLE NUMBER.

Signature of applicant ____________________________ Title ____________________________ Date ____________________________
Signature of agent ____________________________ Title ____________________________ Date ____________________________

All applicable items on this form must be completed to avoid delay in processing the issuance of a VDOT Land Use Permit.

Prepayment Required - make Remittance payable to Virginia Department of Transportation.

VDOT USE ONLY
Receipt is hereby acknowledged for: CHECK No. ____________ COUPON No. ____________ M.O. No. ____________
In The Amount of $ ____________ for Permit Fee $ ____________ Cash Surety $ ____________
Authorized VDOT Signature: ____________________________ Date ____________________________
APPLICATION is hereby made for an in-place permit for utilities installed on subdivision streets to be accepted into the secondary system of state highways and as described below. Said activity(s) has been done under and in accordance with the rules and regulations of the Commonwealth Transportation Board of Virginia, in so far as said rules are applicable thereto and any agreement between the parties herein before referred to. Applicant agrees to maintain work in an approved manner. Applicants to whom permits are issued shall at all times indemnify and save harmless the Commonwealth Transportation Board members of the Board, the Commonwealth and all Commonwealth employees, agents, and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted in such permit to the extent allowed by law. In consideration of the issuance of a permit, the applicant agrees to waive for itself, successors in interest or assigns any entitlements it may otherwise have or have hereafter under the Uniform Relocation and Assistance Act of 1972 as amended in event the Department or its successor, chooses to exercise its acknowledged right to demand or cause the removal of any or all fixtures, personality of whatever kind or description that may hereafter be located, should this application be approved.

APPLICANT SHALL RECEIVE AN IN-PLACE PERMIT AT NO COST

**TYPE OR PRINT CLEARLY**

<table>
<thead>
<tr>
<th>Utility Company Name:</th>
<th>Tax ID No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>Contact Name:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Fax Number:</td>
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<tr>
<th>Subdivision Name:</th>
<th>Plan Approval Date:</th>
</tr>
</thead>
</table>

Geographically located in County / Town / City of: Connecting to Highway Route No.: Type of utility (electrical, cable TV, telephone, water, sewer, gas):

Utility lines have been installed as shown on above-noted subdivision plan within the right-of-way of the following streets:

<table>
<thead>
<tr>
<th>STREET NAME</th>
<th>FROM</th>
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<tbody>
<tr>
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Signature of Applicant: ____________________________ Title ___________ Date ________
Permittee Agreement for Land Use Permit Issuance

Section 24VAC 30-151-620 of the Virginia Department of Transportation (VDOT) Land Use Permit Regulations stipulates that permits may be issued for the placement and maintenance of plant materials by individuals or organizations on non-limited access state maintained highways.

I, the undersigned hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a VDOT Land Use Permit authorizing the installation and maintenance of plant material on state maintained rights-of-way:

Applicant Name: ____________________________________________

Applicant Signature: __________________________________________

Project Name: ____________________________________________

Route Number: ________ County: ______________________

All proposed landscaping activities shall be clearly outlined and a sketch or plan of same shall be submitted to the district administrator's designee with the permit application and all other information necessary to process the permit request.

The permittee and/or their agent shall be responsible for completion of all landscaping installed under the auspices of a land use permit.

The permittee and/or their agent shall be responsible for the perpetual maintenance of all landscaping installed within state maintained rights-of-way under the auspices of a land use permit.

The permittee and/or their agent shall notify the local VDOT permit office prior to initiating the installation and/or maintenance of landscaping within state maintained rights-of-way.

The permittee and/or their agent may replace any dead, dying or diseased plant material with the same variety, in the same location under the terms and conditions of the land use permit issued for the initial installation.

The installation and/or maintenance of landscaping within state maintained right-of-way must not obstruct or interfere with existing drainage conveyance.

The permittee and/or their agent shall be responsible for removal, disposal and clean-up of all debris generated by the installation and/or maintenance of authorized landscaping located within state maintained rights-of-way. The permittee and/or their agent must apply for a new land use permit for the installation of new plant material not authorized under the auspices of the original land use permit.

The permittee and/or their agent must obtain VDOT approval prior to the storage of materials within state maintained rights-of-way.

VDOT shall have the authority to remove any landscaping placed within state maintained rights-of-way if it is determined that the landscaping is deemed a traffic hazard, or is found in conflict with future utility operations, roadway improvement projects and/or roadway maintenance activities.
Loudoun County, Virginia
Proffer and/or Special Exception Conditions Release Certification

Mr. Michael Seigfried, Director
Loudoun County Building & Development
1 Harrison Street, S.E.
P.O. Box 7000 MSC #60
Leesburg, VA 20177-7000
703-777-0220

Name of Applicant(s): ______________________________________________________
________________________________________________________________________

Address: _________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Contact: ________________________________

Phone Number/Email Address: _____________________________________________

Owner/Lessee: ___________________________________________________________

Project Name: ___________________________________________________________

Bond Number: ___________________________________________________________

Application Number: _____________________________________________________

Application Approval Date: _______________________________________________

Is this application subject to proffers or special exception conditions? Yes ___ No ___

If yes, please complete page 2.

All proffer/special exception release certifications must complete page 3 and submit all applicable pages of this certification document.
# Proffer/Condition Status Update

## Project/ Application Information

<table>
<thead>
<tr>
<th>Applicant/Representative:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Click here to enter text.</td>
<td>Click here to enter a date.</td>
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<tr>
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<th>Application # (CPAP/STPL):</th>
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</table>

## This portion to be completed at CPAP/STPL:

### Proffer # and Paragraph Heading:
Click here to enter text.

### Describe how proffer/condition was addressed and provide the sheet number where it can be found on the CPAP/STPL:
Click here to enter text.

### County Staff Use:
LMIS Proffer Sequence #:

### Status:
- [ ] Fulfilled
- [ ] Partially Fulfilled
- [ ] No longer applicable

### County Project Manager Verification (Initial):
Click here to enter text.

## This portion to be completed at Bond Release:

### Subject proffer/condition is clearly depicted and correct as shown on record drawings?
- [ ] Yes
- [ ] No

### Subject proffer/condition has been confirmed in the field by owner/owner's representative?
- [ ] Yes
- [ ] No

### Describe how proffer/condition was fulfilled and provide specific evidence that demonstrates compliance:
Click here to enter text.
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<th>This portion to be completed at CPAP/STPL:</th>
<th>This portion to be completed at Bond Release:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proffer # and Paragraph Heading: Click here to enter text.</td>
<td>Subject proffer/condition is clearly depicted and correct as shown on record drawings? ☐ Yes ☐ No</td>
</tr>
<tr>
<td>Describe how proffer/condition was addressed and provide the sheet number where it can be found on the CPAP/STPL: Click here to enter text.</td>
<td>Subject proffer/condition has been confirmed in the field by owner/owner's representative? ☐ Yes ☐ No</td>
</tr>
<tr>
<td>County Staff Use: LMIS Proffer Sequence #:</td>
<td>Describe how proffer/condition was fulfilled and provide specific evidence that demonstrates compliance: Click here to enter text.</td>
</tr>
<tr>
<td>Status: ☐ Fulfilled ☐ Partially Fulfilled ☐ No longer applicable</td>
<td></td>
</tr>
<tr>
<td>County Project Manager Verification (Initial): Click here to enter text.</td>
<td></td>
</tr>
</tbody>
</table>
STATE OF VIRGINIA  
COUNTY OF LOUDOUN, TO WIT:

I, _______________________________, being duly sworn, depose and say that I am Owner/Lessee of the property involved in this Proffer and/or Special Exception Condition Release Certification. Furthermore, I do hereby certify, to the best of my knowledge, that all proffers and/or special exception conditions for this project are satisfied and complete, as per Loudoun County FSM 8.102.A.10.

If subject proffers and/or special exception conditions are found in the future to be incomplete, then said proffers and/or special exception conditions shall be deemed unsatisfied at that time. In this case, I hereby agree to perform any necessary work to satisfy these obligations as directed by Loudoun County.

Signature of Owner / Date: ___________________________    Mailing Address: ___________________________

                                  ___________________________    ___________________________

                                  Phone #: ___________________________

STATE OF VIRGINIA  
COUNTY OF LOUDOUN, TO WIT:

I, the undersigned, a Notary Public of and for the County and State aforesaid, whose commission expires the ___ day of _____________, 20___, do hereby certify that _____________________, whose name is signed to the foregoing Proffer and/or Special Exception Conditions Release Certification, this day acknowledged the same before me in my County aforesaid.

Given under my hand and seal this ___ day of ____________________, 20___.

_______________________
Notary Public

My Commission Expires: ______________________

REVIEWED/APPROVED BY: ___________________________    Loudoun County Zoning Administrator    Date
VDOT SPEED LIMIT STUDY

VDOT Speed Limit Study
Northern Region Traffic Engineering
Date __/__/___

Note: Text in gray is for guidance only & should be removed from final document

Study area:
Route #
Street name
Jurisdiction:
From:
To:
Length:

Functional Class:

Speed limit for study roadway: Indicate the governing (posted or statutory) speed limit and speed zone resolution date (where applicable), including the two roadway sections for each end of the study area where appropriate.

Origin and Nature of Request: Indicate who requested speed limit study and the issues(s)

Study Results and Recommendation: Discuss final recommendation and summarize major points of study findings that support study conclusions.

Study Details:
A. Speed Data
Date and location of speed samples:
85th percentile speed:
Median Speed:
Pace Speed:

B. Road characteristics: Note features of roadway as follows:
Physical Roadway: Document traffic volume(s), # of lanes, lane and shoulder widths, pavement and shoulder type and condition, grade, alignment, sight distance, proximity to roadway of any roadside objects, any constrictions on roadway such as narrow bridges, recent improvements such as widening, or realignment.

Traffic Control Devices: Document location and condition of traffic control devices such as signals and warning signage (curve warning signs and advisory speeds, chevrons etc.) and pavement markings. Study should identify and recommend placement of warning signage where necessary to support the speed limit recommendation

C. Roadside development and environment: Include all of the following: Nature and extent of roadside development and environment, # of commercial and residential entrances, presence of crossovers and auxiliary lanes and summarize potential for conflicts with vehicles entering/exiting the roadway as significant, moderate or light.

D. Parking practices and pedestrian activity: Include all of the following: Observations or indications of roadside parking and any indicators of pedestrian activity such as sidewalks, bike paths, or nearby schools, parks or playgrounds, pedestrian crossings, related signage or actual observations of pedestrians and bicyclists.

D. Reported crash experience for most recent 3-year period: A shorter analysis period is appropriate where extended data is not available or does not apply such as where significant roadway improvements have occurred.

E. Crash records obtained through “HTRIS” are for the period:
From:
To:
Length of period:

Note: Only crashes involving an injury or fatality or property damage exceeding $1,500 are reportable and available
through the Department of Motor Vehicles (DMV). Also, due to the time required for DMV to process and code reported crashes, data for the previous six (6) months may not be available.

According to our records, the total number of reported crashes for this section of highway is:

And, the total number of reported injuries for this section of highway is:

And, the total number of reported fatalities for this section of highway is:

The crash rate for this section of highway is: ______ per 100 million VMT.
The injury rate for this section of highway is: ______ per 100 million VMT.
The fatality rate for this section of highway is: ______ per 100 million VMT.

For Interstate, Primary and Secondary highways:

For this type of roadway (______) (indicate roadway category for crash rate e.g. 4-lane divided roadway etc.)

The statewide average crash rate is: ______ per 100 million VMT.
The statewide average injury rate is: ______ per 100 million VMT.
The state average fatality rate is: ______ per 100 million VMT.

* Alternatively, for secondary highways:

The district average crash rate is: 234 per 100 million VMT.
The district average injury rate is: 103 per 100 million VMT.
The district average fatality rate is: 0.77 per 100 million VMT.

* For secondary roads the District average may be used in lieu of the statewide average.

Discussion of crash experience and relevant information: provide details of crash characteristics (types of crashes) and their location relative to roadway features (nearby development, curves etc.). Note that any clustering of crashes or injuries should be considered especially where an increase to the speed limit is recommended. Where an increase to the speed limit is recommended analysis should clearly indicate that the increase will not create an undue risk of increased crashes or injuries.

F. Enforcement Consensus:

This recommended change in speed limit has been discussed with _______ of the Virginia State Police and ___ _______ of the ________ County Police / Sheriff’s Office. The Local enforcement officer concurs with/ opposes the recommendation.

The State Police Officer:

☒ Concurs
☐ Opposes

If any officer opposes, please explain:

G. Additional comments: provide any additional details not included in the previous sections

Study Area Map Insert map indicating routes, speed zones (future data item), crash locations and jurisdiction boundaries. The following link to the VDOT Integrator map series is suggested: http://coapp09/vdotgis/fastmapo.asp

NOTE: Map is provided for illustrative purposes and may not accurately depict the most recent roadway conditions.