

PLANNING COMMISSION PUBLIC HEARING

2019 Submittal Deadlines for  
Planning Commission Public Hearing

PC PUBLIC HEARING DATE	SUBMITTAL-MATERIALS (NOON)	PUBLIC HEARING PACKET DATE
Mar 26, 2019	Feb 15, 2019	Mar 19, 2019
Apr 23, 2019	Mar 1, 2019	Apr 16, 2019
May 28, 2019	Apr 19, 2019	May 21, 2019
Jun 25, 2019	May 17, 2019	June 18, 2019
Jul 23, 2019	Jun 14, 2019	July 16, 2019
AUGUST BREAK		
Sep 24, 2019	Aug 16, 2019	Sep 17, 2019
Oct 22, 2019	Sep 13, 2019	Oct 15, 2019
Nov 26, 2019	Oct 18, 2019	Nov 19, 2019
*Dec 17, 2019	*Nov 18, 2019	Dec 10, 2019
Jan 28, 2020	Dec 20, 2019	Jan 21, 2020

New or revised information from the applicant shall be submitted at least one week prior to distribution of the PC packet.

PLANNING COMMISSION WORK SESSION

2019 Submittal Deadlines for  
Planning Commission Work Sessions

PC WORKSESSION ONLY DATE	SUBMITTAL - MATERIALS (NOON)	BRIEFING / WORK SESSION PACKET DATE
Mar 14, 2019	Feb 22, 2019	Mar 8, 2019
Apr 11, 2019	Mar 22, 2019	Apr 5, 2019
May 9, 2019	Apr 19, 2019	May 3, 2019
Jun 13, 2019	May 24, 2019	June 7, 2019
Jul 11, 2019	Jun 21, 2019	Jul 5, 2019
AUGUST BREAK		
Sep 12, 2019	Aug 23, 2019	Sep 6, 2019
Oct 10, 2019	Sep 20, 2019	Oct 4, 2019
Nov 14, 2019	Oct 25, 2019	Nov 8, 2019
Dec 12, 2019	Nov 22, 2019	Dec 6, 2019
Jan 9, 2020	Dec 20, 2019	Jan 3, 2020

\*If you have questions or need assistance, please contact the Department of Planning and Zoning by email: [dpz@loudoun.gov](mailto:dpz@loudoun.gov) or by phone: 703-777-0246. Find detailed information at [Planning & Zoning's web-site](#).

\* Due early due to holidays  
" Materials" includes electronic copy and hard copies of Plats, Statement of Justification



Loudoun County Department of Planning and Zoning  
New Procedure for Transmittal of Legislative Land Use Applications  
[www.loudoun.gov/LegislativeLandUse](http://www.loudoun.gov/LegislativeLandUse)

Procedures for Legislative Land Use Applications

Procedures for accepting and reviewing land use application materials in advance of **Board of Supervisors (BOS) and Planning Commission (PC) meetings** are intended to ensure that legislative land use applications are complete and available for sufficient review by the public, Supervisors and Planning Commission members in advance of official meetings.

Schedules also allow county staff and applicants adequate review and response time prior to distribution of meeting packets.

When Applications Do Not Meet the Published Schedule

When schedules are not met or amended, materials are received after the meeting packet is distributed, staff reserves the right to recommend that the Board leadership and/or Planning Commission either defer the application to a future Board/Planning Commission meeting or, when amended materials are received after the meeting packet is distributed, recommend Board action on the application be deferred to a future Board/Planning Commission meeting.

Staff may make exceptions to this procedure for minor revisions to proffers such as notarization, signatures, numbering, pagination, typographical errors and other such non-substantive changes. Similarly, staff may make exceptions to this procedure for minor revisions to special exception conditions of approval that do not affect the requested use or mitigation of impact.

Online Resources

All resources can be found online, including instructions, schedules, forms and the [Board of Supervisors Information Item I-3 from January 19, 2017, which directed the new procedure beginning in 2019.](#)



Loudoun County Department of Planning and Zoning Services Center  
1 Harrison Street, SE, 3rd Floor,  
Leesburg, VA 20195  
Phone: 703-777-0246 Fax: 703-777-0441  
Email: [dpz@loudoun.gov](mailto:dpz@loudoun.gov)

## BOARD OF SUPERVISORS PUBLIC HEARINGS

### 2019 Supplemental Deadlines for Board of Supervisors Public Hearings

- Application materials to be advertised for a BOS public hearing must be submitted **no later than the Friday following the meeting (public hearing or work session) at which the Planning Commission forwarded the application** to the Board, and **no less than four weeks** before a Board meeting packet is distributed.
  - Revised proffers, which include responses to County Attorney comments, must be submitted **at least two weeks prior to Board packet distribution.**
  - Final, reviewed and signed proffers must be submitted **at least three days prior to Board packet distribution.**
- Important Scheduling Note:**  
 \*Due early due to holidays.  
 \*\*Meeting on Thursday due to holidays

BOS PUBLIC HEARING	SUBMITTAL-MATERIALS/PROFFERS (COB 5:00 PM)	REVISED APPLICANT RESPONSE (PROFFERS) (COB 5:00 PM)	FINAL SUBMISSION (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Mar 13, 2019	Jan 31, 2019	Feb 14, 2019*	Feb 25, 2019	Feb 28, 2019
Apr 10, 2019	Feb 28, 2019	Mar 14, 2019	Mar 25, 2019	Mar 28, 2019
May 15, 2019	Apr 4, 2019	Apr 18, 2019	Apr 29, 2019	May 2, 2019
Jun 12, 2019	May 1, 2019*	May 15, 2019*	May 24, 2019*	May 30, 2019
Jul 10, 2019	May 30, 2019	Jun 13, 2019	Jun 24, 2019	June 27, 2019
AUGUST BREAK				
Sep 11, 2019	July 31, 2019	Aug 14, 2019	Aug 23, 2019	Aug 28, 2019
Oct 10, 2019**	Aug 28, 2019*	Sep 12, 2019	Sep 23, 2019	Sep 26, 2019
Nov 13, 2019	Oct 2, 2019*	Oct 17, 2019	Oct 28, 2019	Oct 31, 2019
Dec 11, 2019	Oct 23, 2019	Nov 6, 2019*	Nov 18, 2019	Nov 21, 2019
Jan 15, 2020	Nov 26, 2019	Dec 16, 2019	Dec 26, 2020*	Jan 2, 2020

## TRANSPORTATION AND LAND USE

### 2019 Submittal Deadlines for Transportation and Land Use (TLUC) Committee Meetings

- New or revised information from the applicant must be submitted **at least two weeks before a Board meeting packet or a TLUC meeting packet distribution.**
- Final, reviewed and signed proffers, which include responses to County Attorney comments, must be submitted **at least three days prior to Board packet or TLUC packet distribution.**

TRANSPORTATION AND LAND USE COMMITTEE (TLUC) MEETING	SUBMITTAL - MATERIALS/PROFFERS (COB 5:00 PM)	FINAL SUBMISSION - (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Mar 19, 2019	Feb 28, 2019	Mar 11, 2019	Mar 14, 2019
Apr 16, 2019	Mar 28, 2019	Apr 8, 2019	Apr 11, 2019
May 28, 2019	May 8, 2019	May 17, 2019	May 22, 2019
Jun 18, 2019	May 30, 2019*	June 10, 2019	Jun 13, 2019
Jul 16, 2019	Jun 21, 2019*	July 8, 2019*	Jul 11, 2019
AUGUST BREAK			
Sep 24, 2019	Sep 5, 2019	Sep 16, 2019	Sep 19, 2019
Oct 15, 2019	Sep 25, 2019	Oct 4, 2019	Oct 9, 2019*
Nov 19, 2019	Oct 30, 2019	Nov 8, 2019	Nov 14, 2019
Dec 17, 2019	Nov 28, 2019*	Dec 9, 2019*	Dec 12, 2019
Jan 21, 2020	Dec 30, 2020*	Jan 10, 2020*	Jan 15, 2020*

\* Due early due to holidays  
 "Materials" includes electronic copy and hard copies of Plats, Statement of Justification, Proffers, etc.

## BOARD OF SUPERVISORS BUSINESS MEETINGS

### 2019 Submittal Deadlines for Board of Supervisors Business Meetings

BOS BUSINESS MEETING	SUBMITTAL MATERIALS/PROFFERS (COB 5:00 PM)	FINAL SUBMISSION - (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Mar 5, 2019	Feb 13, 2019	Feb 25, 2019	Feb 28, 2019
Mar 21, 2019	Feb 28, 2019	Mar 11, 2019	Mar 14, 2019
Apr 2, 2019	Mar 14, 2019	Mar 25, 2019	Mar 28, 2019
Apr 18, 2019	Mar 28, 2019	Apr 8, 2019	Apr 11, 2019
May 7, 2019	Apr 18, 2019	Apr 29, 2019	May 2, 2019
May 23, 2019	May 2, 2019	May 13, 2019	May 16, 2019
Jun 4, 2019	May 15, 2019*	May 24, 2019*	May 30, 2019
Jun 20, 2019	May 30, 2019	Jun 10, 2019	June 13, 2019
Jul 2, 2019	June 15, 2019	Jun 24, 2019	Jun 27, 2019
Jul 18, 2019	June 26, 2019*	Jul 8, 2019*	Jul 11, 2019
AUGUST BREAK			
Sep 3, 2019	Aug 14, 2019	Aug 23, 2019	Aug 28, 2019*
Sep 19, 2019	Aug 28, 2019 *	Sep 9, 2019*	Sep 12, 2019*
Oct 2, 2019*	Sep 12, 2019	Sep 23, 2019	Sep 26, 2019
Oct 17, 2019**	Sep 25, 2019	Oct 4, 2019	Oct 9, 2019
Nov 7, 2019***	Oct 17, 2019	Oct 28, 2019	Oct 31, 2019
Nov 21, 2019	Oct 30, 2019*	Nov 8, 2019*	Nov 14, 2019
Dec 3, 2019	Nov 6, 2019*	Nov 18, 2019*	Nov 21, 2019
Dec 19, 2019	Nov 26, 2019	Dec 09, 2019	Dec 12, 2019
Jan 7, 2020	Dec 16, 2019*	Dec 26, 2019*	Jan 2, 2020

- New or revised information from the applicant must be submitted **at least two weeks before a Board meeting packet or a TLUC meeting packet distribution.**
- Final, reviewed and signed proffers, which include responses to County Attorney comments, must be submitted **at least three days prior to Board packet or TLUC packet distribution.**

**Important Scheduling Notes:** \*Due early due to holidays. \*\*Meeting on Wednesday due to holiday.  
 \*\*\*Meeting on Thursday due to Election Day

"Materials" includes electronic copy and hard copies of Plats, Statements of Justification, Proffers, etc.

To accommodate the above schedules, applications forwarded from a Board public hearing to a future Board business meeting will be scheduled for the second Board business meeting of the following month. An exception to this rule may occur for applications that would be scheduled for the second meeting in November or December.