



Loudoun County  
 Department of Building & Development  
 1 Harrison Street S.E., P.O. Box 7000,  
 Leesburg, VA 20177-7000 (703) 777-0220  
 www.loudoun.gov/buildingpermits

**BED AND BREAKFAST INN  
 COUNTRY INN  
 Annual Private Party Zoning Permit**

**Instructions:** Please complete, sign and submit this form with the standard zoning permit application. A sketch plan or site plan must be approved prior to approval of this permit in accordance with Section 6-700 of the Revised 1993 Loudoun County Zoning Ordinance.

**APPLICANT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_ **PARCEL SIZE:** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

**TAX MAP NUMBER:** \_\_\_\_\_ **PIN #** \_\_\_\_\_

**TYPE OF USE:** \_\_\_\_\_ Bed and Breakfast Inn \_\_\_\_\_ Country Inn

**# GUEST ROOMS:** \_\_\_\_\_ **# EMPLOYEES:** \_\_\_\_\_ (resident); \_\_\_\_\_ (other)

**PRIVATE PARTIES IN EXCESS OF DAILY PERMITTED ATTENDEES:**

**# Private Parties Proposed in excess of daily permitted attendees:** \_\_\_\_\_ **# Max. Attendees Proposed** \_\_\_\_\_  
 (Permitted Maximum Daily Attendees: B&B Inn = 50; Country Inn = 100)

**List Private Party Scheduled Dates and Activity Description on attached "Private Party Summary" sheet**

**# PARKING SPACES REQUIRED:** \_\_\_\_\_ **PROVIDED:** \_\_\_\_\_ (Req. spaces: 1/guest room; .33 spaces/permitted private party attendee)

**Section 6-703 Sketch Plan:**

The Sketch Plan need not be drawn to scale, nor does it have to be prepared by a licensed professional. However, distances from structures to adjacent lot lines must be accurately depicted. A Sketch Plan shall include a drawing of all aspects of the business operations including:

- Location, size and dimensions of structure(s) and outdoor private party tent(s) and area(s).
- Location and dimensions of all ingress/egress points (including emergency access), access drives and easements.
- Location and dimensions of parking areas, spaces, and travelways and number of parking spaces.
- Location of floodplain, well, septic fields, and restroom facilities
- Landscaping and screening required for parking and outdoor private party areas.
- Location, height, and type of lighting.
- Location of proposed signs, if any.
- Information necessary to illustrate conformance with the Additional Regulations for Specific Uses of Section 5-600.

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I HAVE READ THE ADDITIONAL REGULATIONS FOR BED AND BREAKFAST HOMESTAY AND BED AND BREAKFAST INN AND DO AGREE TO COMPLY WITH THE REQUIREMENTS IN SECTION 5-601(A) OR 5-601(B), AS APPLICABLE, AND TO COMPLY WITH CODE OF VIRGINIA AND ALL OTHER APPLICABLE ORDINANCES AND ANY ADDITIONAL CONDITIONS IMPOSED BY THE ZONING ADMINISTRATOR. *In addition, I grant permission to County officials to inspect the premises for conformity with the B&B regulations during normal business hours.*

\_\_\_\_\_  
 Applicant's Signature Printed Name of Applicant Phone Number Date

\_\_\_\_\_  
 Property Owner's Signature Printed Name Of Property Owner Phone Number Date

**\*\*\* PLEASE NOTE THAT ESTABLISHMENT OF A COMMERCIAL USE SUBJECTS STRUCTURES TO THE REQUIREMENTS OF THE VIRGINIA STATEWIDE BUILDING CODE \*\*\***

# PRIVATE PARTY SUMMARY

Private Party	Date	Private Party Description <small>(e.g. wedding reception, corporate event)</small>
<i>Example</i>	<i>July 15, 20XX</i>	<i>Wedding for 150 guests located in building 'A' and outdoor area 'I' and per Sketch Plan.</i>
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