SAMPLE NOTIFICATION LETTER FOR HOAs

Date

To Whom It May Concern:

You are listed by the Virginia State Corporation Commission as the registered agent for the (incorporated owners' association name), which association has members within a Planned Development District who own property within 2,000 feet of the subject property described as Tax Map _____, Parcel(s) _____, and PIN#(s) _____. In accordance with the provisions of the Revised 1993 Loudoun County Zoning Ordinance, I hereby notify you of a planned public hearing before the Loudoun County (governing body) on ____(month & day)___, 20__, at __(time)__, to be held at _____(place; usually the Supervisors' Meeting Room, County Government Center, 1 Harrison Street, S.E., Leesburg, Virginia), concerning (case number & name, including name of applicant).

This application is for _(application type and brief description of request)___.

The [property] [a portion of the property] which is the subject of this application is located within a Planned Development District and is identified as Loudoun County Tax Map _____ Parcel(s) _____, and PIN#(s) _____ located at _(complete street address of the property).

All members of the public will be heard as to their views pertinent to these matters at the aforementioned public hearing.

If you have any questions, please call me or _____, the County's project manager at 703-777-0246. To view the project file, contact the Loudoun County Department of Building and Development at 703-777-0220, or visit the Loudoun Online Application system at www.loudoun.gov/lola.

Sincerely,