

SAMPLE NOTIFICATION LETTER FOR ADJACENT PROPERTY OWNERS

Date

To Whom It May Concern:

You are listed in the current real estate tax books of Loudoun County as the owner of a parcel of land 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 and name, including name of applicant).

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

The property that is the subject of this application is identified as Loudoun County Tax Map _____, Parcel(s) _____, and PIN#(s) _____, located at (complete street address of the property) and is abutting your property/immediately and diagonally across the road from your 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,