SAMPLE NOTIFICATION LETTER TO ADJACENT JURISDICTIONS

Date

Dear __(name of jurisdiction contact)__:

Your jurisdiction is located within one-half mile from the property described as Tax Map/Parcel(s) _____ and PIN#(s) _____ being ____(address)____and located _____(brief location)_____. 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), (place, usually 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)_____.

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,