



Loudoun County, Virginia

Department of Planning & Zoning

1 Harrison Street, S.E., 3<sup>rd</sup> Floor, MSC #62, Leesburg, VA 20177-7000

703/777-0246 • Fax 703/777-0441

**REQUEST FOR FORMAL PRE-APPLICATION CONFERENCE**  
**REQUEST TO WAIVE PRE-APPLICATION CONFERENCE**

  

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Representative (Contact Person) \_\_\_\_\_ Phone \_\_\_\_\_

Representative's Company \_\_\_\_\_ email \_\_\_\_\_

Representative's Address \_\_\_\_\_

Current Property Owner \_\_\_\_\_

Owner's Address \_\_\_\_\_

Project MCPI # (Map Cell Parcel Indicator #) \_\_\_\_\_

Proposed Application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Location \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Project Acreage \_\_\_\_\_ Election District \_\_\_\_\_

Proposed Application Type:

Zoning Map Amendment

  
  

Zoning Concept Plan Amendment

  
  

Zoning Ordinance Modification

  
  

Special Exception

Commission Permit

Sign Development Plan

Minor Special Exception

Rt. 28 Rezoning to Current Zoning Ordinance

**PLEASE SUBMIT 8 COPIES OF APPLICATION AND ALL REQUIRED INFORMATION TO THE DEPARTMENT OF PLANNING**

Please attach to this request form:

1. Sketch map(s) of the site
2. Description of proposed project or use
3. Description of existing environmental, topographical, and structural features on the site to the extent they are known
4. Graphics illustrating the scale, location and design of any buildings or structures to the extent they are known
5. List of issues to be discussed at the conference OR if a conference waiver is requested, justification for the waiver.

Pursuant to Article VI of the Revised 1993 Zoning Ordinance, I request a pre-application conference to discuss the application outlined above and the procedures or substantive requirements of the Zoning Ordinance. I understand that no comments made at this meeting shall be binding on either the applicant or the County. I understand the Director of Planning has the discretion, on request, to waive the conference if the waiver does not affect the submission or review of the application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_