

Date

Addressee

Address

To Whom It May Concern:

You are listed in the current real estate tax assessment records of Loudoun County as owner of property in the _____ community. Your property is subject to proffered development conditions approved with ZMAP- or ZCPA-YEAR-####, _____. In accordance with Sections 15.2-2302.A and 15.2-2204.H, of the Code of Virginia, this letter is to notify you that _____ has submitted an application to the Board of Supervisors to amend those proffered development conditions. This new application (ZMAP- or ZCPA-YEAR-####, _____) will be reviewed by the Loudoun County Department of Planning prior to being considered at public hearings by the Loudoun County Planning Commission and the Board of Supervisors. This new application proposes to amend the said proffered development conditions and/or the associated concept development plan as follows:

_____(describe the project)_____

The property that is the subject of this application is identified as Loudoun County PIN#(s) _____, located at ___(address)_____.

Should you wish to review the application file, a paper copy is available in the file room located in the Department of Building and Development at the Loudoun County Government Center in Leesburg at the address below. The same file can be viewed online on the Loudoun Online Land Applications System (LOLA) at www.loudoun.gov/lola. This link also provides an opportunity for public input on active applications. Future notices will be published in Leesburg Today and will be posted on the property(s) subject to the application. These notices will identify where and when public hearings will be held before the Planning Commission and Board of Supervisors.

The application file may be viewed at the Loudoun County Department of Building and Development, Second Floor, 1 Harrison Street, Leesburg, Virginia 20175.

Sincerely,

For the Applicant