

Loudoun County Administrative Procedures for Applicant Submittals and Staff Review of Legislative Land Use Applications

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In consultation with the Loudoun County Attorney's office, the Department of Planning and Zoning has developed a new procedure for accepting and reviewing land use application materials in advance of Board of Supervisors and Planning Commission meetings. The procedure is intended to ensure such applications are complete and available for review by the public, Board members and Planning Commissioners sufficiently in advance of Board of Supervisors and Planning Commission meetings and to allow county staff and the applicant adequate review and response time prior to distribution of meeting packets.

Board Meetings

In preparation for a Board Public Hearing:

1. Application materials to be advertised for Board public hearing shall be submitted no later than the Friday following the meeting (public hearing or work session) at which the Planning Commission forwards the application to the Board, but in any event no less than 4 weeks prior to Board packet distribution.
2. Revised proffers (*responding to County Attorney comments*) shall be submitted at least 2 weeks prior to Board packet distribution.
3. Final, reviewed and signed proffers shall be submitted at least three 3 days prior to Board packet distribution.

In preparation for a Board Business Meeting or Transportation and Land Use Committee (TLUC) Meeting:

1. New or revised information from the applicant shall be submitted at least 2 weeks prior to Board packet or TLUC packet distribution.
2. Final, reviewed and signed proffers (*responding to County Attorney comments*) shall be submitted at least 3 days prior to Board packet or TLUC packet distribution.

To accommodate the above schedule, applications forwarded from a Board public hearing to a future Board business meeting will be scheduled for the second Board business meeting of the following month. (An exception to this rule may occur for applications that would be scheduled for the second meeting in November or December. Due to the holiday schedule, those applications may be scheduled for the first meeting of December or January, respectively.) Applications forwarded from a Board public hearing to a future TLUC meeting will be scheduled for the TLUC meeting the following month.

Applications that do not meet the published schedule:

When the above schedule is not met, or amended materials are received after the meeting packet is distributed, staff reserves the right to recommend that the Board leadership either defer the application(s) to a future Board meeting or, where amended materials are received after the meeting packet is distributed, recommend Board action on the application(s) be deferred to a future Board meeting.

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Staff may make exceptions to this procedure for minor revisions to proffers such as notarization, signatures, numbering, pagination, typographical errors and other non-substantive changes. Similarly, staff may make exceptions to this procedure for minor revisions to special exception conditions of approval that do not affect the requested use or mitigation of impact.

Planning Commission Meetings

In preparation for a Planning Commission Public Hearing:

1. Application materials to be advertised for Commission public hearing shall be submitted at least 3 weeks prior to Commission Packet distribution.

In preparation for a Commission Work Session:

2. New or revised information from the applicant shall be submitted at least 1 week prior to Planning Commission Packet distribution.

Applications that do not meet the published schedule:

When the above schedule is not met, or amended materials are received after the meeting packet, staff reserves the right to recommend the Planning Commission leadership either defer the application(s) to a future Planning Commission meeting or, where amended materials are received after the meeting packet, recommend action on the application(s) be deferred to a future Planning Commission meeting.

Staff may make exceptions to this procedure for minor revisions to proffers such as notarization, signatures, numbering, pagination, typographical errors and other such non-substantive changes. Similarly, staff may make exceptions to this procedure for minor revisions to special exception conditions of approval that do not affect the requested use or mitigation of impact.

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Note: Calendars with dates of the submittal deadlines for legislative land use applications are online on the Loudoun County Government Website at www.loudoun.gov/LegislativeLandUse.