

**LOUDOUN COUNTY LAND DEVELOPMENT APPLICATION
REQUEST FOR FEE WAIVER**

This form should be completed and submitted to the Department of Planning and Zoning. It will be forwarded with a recommendation to the Board of Supervisors Transportation and Land Use Committee. Staff will notify you in advance of the date and time of the Committee meeting at which this request will be considered. Please submit to:

Planning and Zoning, Service Center
1 Harrison Street, S.E., P. O. Box 7000
Leesburg, VA 20177
703-777-0246
dpz@loudoun.gov

Name of Organization: _____

Address: _____ Contact Person: _____

_____ Phone: _____

_____ Email: _____

Date of Fee Waiver Request: _____

Signature of Contact Person: _____

(Title)

Type of Land Use Development Application: _____

Date of Submission of Application: _____

Fee: \$ _____ Requested Waiver: Full _____ or Partial _____

If partial, please indicate amount to be waived (subtracted) from the full fee: _____

Describe the Land Use Application: _____ Location (Property ID Number) _____

The Loudoun County Land Development Application Fee Waiver Policy is attached. This policy identifies the organizations that are eligible to apply for a land development fee waiver and defines the circumstances in which a request for a fee waiver may be granted. Fee waivers may be granted to eligible organizations for facilities to serve the public when the applicant can demonstrate hardship, or for replacement of facilities serving the public that have been lost as a result of disaster and when the loss is not reimbursable from a third party.

THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED IN ORDER TO PROCESS YOUR REQUEST FOR A WAIVER OF LAND DEVELOPMENT APPLICATION FEES:

1. What is the mission of your organization and/or its basic purpose?

2. What specific public good will the proposed facility provide to Loudoun County residents?

3. Describe the qualifying circumstances for this fee waiver request (i.e. hardship or replacement of facilities serving the public which have been lost as a result of disaster and when the loss is not reimbursable from a third party). If more space is needed, please continue on a separate sheet of paper.

4. Have land development application fees previously been waived for this organization?

If yes, please indicate when and for what type of application(s)

5. What other contributions have you received for this project?

6. Please attach a copy of the documentation of your organization's IRS status (501.C.3 or other).

Attachments:

1. Loudoun County Land Development Application Fee Waiver Policy
2. Virginia Code Sections 15.2-953 and 15.2-820
3. Fee Waiver Process

**LOUDOUN COUNTY LAND DEVELOPMENT APPLICATION
FEE WAIVER POLICY
Adopted July 10, 2000**

The Loudoun County Board of Supervisors affirms its Blanket Fee Waiver Policy for Land Development Applications initiated by the County Government, the Loudoun County School System, the incorporated Towns, the Loudoun County Sanitation Authority, and the Fire and Rescue Companies. Waivers may also be granted upon written request from applicants meeting the criteria set forth in Sections 15.2-953 and 15.2-820 of the Code of Virginia, which defines the groups which may receive gifts or donations from a locality in the Commonwealth as described below, for facilities to serve the public when the applicant can demonstrate hardship, or for replacement of facilities serving the public which have been lost as a result of disaster and when the loss is not reimbursable from a third party. As set forth in the Loudoun County Zoning Ordinance, no fee will be charged to any applicant for downzoning to A-10 and A-25. No approvals will be given to requests that fees be based on recorded time and expenses for processing individual applications.

Eligible Groups:

Any charitable institution or association, located within their respective limits or outside their limits if such institution or association provides services to residents of the locality;...not controlled in whole or in part by any church or sectarian society;

Any charitable institution or nonprofit or other organization, providing housing for persons sixty years of age or older, or operating a hospital or nursing home;

Any organization furnishing voluntary fire-fighting services;

Any non-profit lifesaving crew or lifesaving organization or rescue squad;

Non-profit recreational associations or organizations...not controlled in whole or in part by any church or sectarian society;

Chambers of Commerce which are non-profit and non-sectarian;

Industrial Development Authorities

Public and private nonprofit organizations engaged in commemorating historical events;

A state college or university which provides services to such locality's residents;

Any non-profit legal entity that is not controlled in whole or in part by any church, sectarian society or group that has exclusionary membership practices or rules, that owns recreational facilities in the county, such as swimming pools, tennis courts, etc....

Code of Virginia

§ 15.2-820. Donations to legal entities owning recreational facilities.

A county is authorized to make annual appropriations of public funds to any nonprofit legal entity that is not controlled in whole or in part by any church, sectarian society or group that has exclusionary membership practices or rules that owns recreational facilities in the county such as, but not limited to, swimming pools, tennis courts, etc., in an amount not to exceed the amount of real estate taxes that is owed on the recreational facilities owned by the legal entity receiving the appropriations.

The provisions of § [15.2-953](#) are not affected by this section.

(1992, c. 866, § 15.1-27.2; 1997, c. 587.)

§ 15.2-953. Donations to charitable institutions and associations, volunteer and nonprofit organizations, chambers of commerce, etc.

A. Any locality may make appropriations of public funds, of personal property or of any real estate to the Virginia Indigent Health Care Trust Fund and to any charitable institution or association, located within their respective limits or outside their limits if such institution or association provides services to residents of the locality; however, such institution or association shall not be controlled in whole or in part by any church or sectarian society. The words "sectarian society" shall not be construed to mean a nondenominational Young Men's Christian Association, a nondenominational Young Women's Christian Association or the Salvation Army. Nothing in this section shall be construed to prohibit any county or city from making contracts with any sectarian institution for the care of indigent, sick or injured persons.

B. Any locality may make gifts and donations of property, real or personal, or money, to (i) any charitable institution or nonprofit or other organization, providing housing for persons sixty years of age or older, or operating a hospital or nursing home, (ii) any association or other organization furnishing voluntary fire-fighting services, (iii) any nonprofit lifesaving crew or lifesaving organization, or rescue squad, within or outside the boundaries of the locality, or (iv) nonprofit recreational associations or organizations; provided the nonprofit recreational association or organization is not controlled in whole or in part by any church or sectarian society. Donations of property or money to any such charitable, nonprofit or other hospital or nursing home, institution or organization or nonprofit recreational associations or organizations may be made for construction purposes, for operating expenses, or both.

A locality may make like gifts and donations to chambers of commerce which are nonprofit and nonsectarian.

A locality may make like gifts, donations and appropriations of money to industrial development authorities for the purposes of promoting economic development.

A locality may make like gifts and donations to any and all public and private nonprofit organizations and agencies engaged in commemorating historical events.

A locality may make monetary gifts, donations and appropriations of money to a state college or university which provides services to such locality's residents.

C. Any locality may by ordinance provide for payment to any volunteer rescue squad that meets the required minimum standards for such volunteer rescue squads set forth in the ordinance, a sum for each rescue call the volunteer rescue squad makes for an automobile accident in which a person has been injured on any of the highways or streets in the locality.

D. Nothing in this section shall be construed to obligate any locality to appropriate funds to any entity. Such charitable contribution shall be voluntary.

(Code 1950, §§ 15-16, 15-16.1, 15-16.2; 1952, c. 381; 1959, Ex. Sess., c. 36; 1960, cc. 50, 225, 453; 1962, c. 623, §§ 15.1-24, 15.1-25, 15.1-26; 1964, c. 32; 1974, c. 514; 1994, cc. 254, 317; 1995, c. 333; 1997, c. 587; 1998, c. 376; 1999, c. 430.)

Attachment 3

**LOUDOUN COUNTY LAND DEVELOPMENT APPLICATION
REQUEST FOR FEE WAIVER PROCESS**

1. Complete the form entitled “LOUDOUN COUNTY LAND DEVELOPMENT APPLICATION REQUEST FOR FEE WAIVER”.
2. Submit the completed form to the Department of Planning and Zoning Service Center by email, mail, fax, or in person.

Email: dpz@loudoun.gov

Mail: County of Loudoun, Department of Planning and Zoning, P. O. Box 7000, MS #62, Leesburg, VA 20177

Address: County of Loudoun Government Center, Department of Planning and Zoning, 1 Harrison Street, S.E., Leesburg, VA 20177, 3rd floor

Fax: 703-777-0441

3. Staff will notify you by email when staff has received your Fee Waiver Request for processing.
4. Staff will notify you by email when your item has been placed on a Transportation and Land Use Committee (TLUC) agenda for consideration. TLUC meetings are usually held on the third Friday of the month beginning at 9:00 a.m. in the Dulles Room on the first floor of the Loudoun County Government Center, 1 Harrison Street, S.E. in Leesburg. Meeting dates are posted on the [Loudoun County Government Master Calendar](#).
5. Staff will prepare a staff report regarding your Fee Waiver Request. Staff reports are available at this link: [Documents for Transportation and Land Use Committee Meetings](#)
6. Attend the TLUC meeting in case questions arise regarding your Fee Waiver Request. TLUC generally takes action (to waive the fee or to deny the Fee Waiver Request) during the scheduled TLUC meeting.
7. Staff will email you a Fee Waiver Result Letter for your records.