

Commission Permit Review Process

Department of Planning and Zoning- Legislative Land Use Review

The Loudoun County Zoning Ordinance requires that any street, park, public area, public structure, public utility, public building or public service corporation (other than railroads), whether publicly or privately owned, must have the general or approximate location, character, and extent approved by the Planning Commission as being substantially in accord with the adopted comprehensive plan before the public facility can be constructed or established. The Board of Supervisors may ratify the Planning Commission's decision or overrule the Commission by a majority vote. (See Section 905 of the 1972 Zoning Ordinance or Section 6-1100 of the 1993 Zoning Ordinance as applicable.)

Pre-Application Conference

Before submitting Commission Permit materials, applicants **must have a Pre-Application Conference** with the Department of Planning and Zoning to discuss an applicant's proposal for a legislative application. At the Pre-Application Conference, applicants will be given the correct checklist for their legislative application. This checklist provides information on the materials required for application submission.

Checklist Review

Once a commission permit application is submitted, staff has **15 days** to review the application to ensure that all necessary information has been provided before officially accepting the application for review or rejecting the application pending submission of required materials.

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Once the application is accepted as an active case for processing, the Department of Planning and Zoning will assign a project manager. This person will serve as the point of contact and coordinator during the entire review of the application. The state-mandated time line for the review of a Commission Permit application is 60 days after the application is accepted. The following generally illustrates the review process:

- Application accepted as an active case or rejected pending submission of necessary materials (30 days)
- Application reviewed by planning staff
- Staff and applicant discussion of the application
- Staff report prepared
- Planning Commission public hearing/review (60 days)
- Planning Commission decision
- Board of Supervisors ratification or override of Planning Commission decision (60 days)