

PLANNING COMMISSION PUBLIC HEARING

2020 Submittal Deadlines for  
Planning Commission Public Hearing

PC PUBLIC HEARING DATE	SUBMITTAL-MATERIALS (NOON)	PUBLIC HEARING PACKET DATE
Mar 24, 2020	Feb 14, 2020	Mar 17, 2020
Apr 28, 2020	Mar 13, 2020	Apr 21, 2020
May 26, 2020	Apr 10, 2020	May 19, 2020
Jun 23, 2020	May 15, 2020	June 16, 2020
Jul 28, 2020	Jun 12, 2020	July 21, 2020
AUGUST BREAK		
Sep 22, 2020	Aug 14, 2020	Sep 15, 2020
Oct 20, 2020	Sep 18, 2020	Oct 13, 2020
Nov 24, 2020	Oct 09, 2020	Nov 17, 2020
*Dec 22, 2020	*Nov 13, 2020	Dec 15, 2020
Jan 26, 2021	Dec 18, 2020	Jan 19, 2021

New or revised information from the applicant shall be submitted at least one week prior to distribution of the PC packet.

PLANNING COMMISSION WORK SESSION

2020 Submittal Deadlines for  
Planning Commission Work Sessions

PC WORKSESSION ONLY DATE	SUBMITTAL - MATERIALS (NOON)	WORK SESSION PACKET DATE
Mar 12, 2020	Feb 21, 2020	Mar 06, 2020
Apr 09, 2020	Mar 20, 2020	Apr 03, 2020
May 14, 2020	Apr 17, 2020	May 01, 2020
Jun 11, 2020	May 22, 2020	June 05, 2020
Jul 09, 2020	Jun 19, 2020	Jul 02, 2020*
AUGUST BREAK		
Sep 10, 2020	Aug 21, 2020	Sep 04, 2020
Oct 08, 2020	Sep 18, 2020	Oct 02, 2020
Nov 12, 2020	Oct 23, 2020	Nov 06, 2020
Dec 10, 2020	Nov 20, 2020	Dec 04, 2020
Jan 14, 2021	Dec 21, 2020	Jan 8, 2021

\*If you have questions or need assistance, please contact the Department of Planning and Zoning by email: [dpz@loudoun.gov](mailto:dpz@loudoun.gov) or by phone: 703-777-0246. Find detailed information at [Planning & Zoning's web-site](#).

\* Due early due to holidays  
" Materials" includes electronic copy and hard copies of Plats, Statement of Justification



Loudoun County Department of Planning and Zoning  
New Procedure for Transmittal of Legislative Land Use Applications  
[www.loudoun.gov/LegislativeLandUse](http://www.loudoun.gov/LegislativeLandUse)

Procedures for Legislative Land Use Applications

Procedures for accepting and reviewing land use application materials in advance of **Board of Supervisors (BOS) and Planning Commission (PC) meetings** are intended to ensure that legislative land use applications are complete and available for sufficient review by the public, Supervisors and Planning Commission members in advance of official meetings.

Schedules also allow county staff and applicants adequate review and response time prior to distribution of meeting packets.

When Applications Do Not Meet the Published Schedule

When schedules are not met or amended, materials are received after the meeting packet is distributed, staff reserves the right to recommend that the Board leadership and/or Planning Commission either defer the application to a future Board/Planning Commission meeting or, when amended materials are received after the meeting packet is distributed, recommend Board action on the application be deferred to a future Board/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.

Online Resources

All resources can be found online, including instructions, schedules, forms and the [Board of Supervisors Information Item I-3 from January 19, 2017, which directed the new procedure beginning in 2019.](#)



Loudoun County Department of Planning and Zoning Services Center  
1 Harrison Street, SE, 3rd Floor,  
Leesburg, VA 20195  
Phone: 703-777-0246 Fax: 703-777-0441  
Email: [dpz@loudoun.gov](mailto:dpz@loudoun.gov)

## BOARD OF SUPERVISORS PUBLIC HEARINGS

### 2020 Supplemental Deadlines for Board of Supervisors Public Hearings

BOS PUBLIC HEARING	SUBMITTAL-MATERIALS/PROFFERS (COB 5:00 PM)	REVISED APPLICANT RESPONSE (PROFFERS) (COB 5:00 PM)	FINAL SUBMISSION (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Mar 11 2020	Jan 30, 2020	Feb 13, 2020*	Feb 24, 2020	Feb 27, 2020
Apr 15, 2020	Mar 6, 2020	Mar 16, 2020	Mar 20, 2020	Apr 2, 2020
May 13, 2020	Apr 3, 2020	Apr 17, 2020	Apr 27, 2020	Apr 30, 2020
Jun 10, 2020	April 30, 2020*	May 14, 2020*	May 22, 2020*	May 28, 2020
Jul 15, 2020	June 4, 2020	Jun 18, 2020	Jun 26, 2020	Jul 1, 2020*
AUGUST BREAK				
Sep 09, 2020	July 31, 2020	Aug 14, 2020	Aug 24, 2020	Aug 27, 2020
Oct 14, 2020	Sep 3, 2020*	Sep 18, 2020	Sep 28, 2020	Oct 1, 2020
Nov 12, 2020**	Oct 1, 2020*	Oct 16, 2020	Oct 26, 2020	Oct 29, 2020
Dec 09, 2020	Oct 22, 2020**	Nov 5, 2020*	Nov 16, 2020	Nov 19, 2020*
Jan 13, 2021	Dec 1, 2020	Dec 15, 2020	Dec 23, 2020*	Dec 30, 2020*

• Application materials to be advertised for a BOS public hearing must be submitted **no later than the Friday following the meeting (public hearing or work session) at which the Planning Commission forwarded the application** to the Board, and **no less than four weeks** before a Board meeting packet is distributed.

• Revised proffers, which include responses to County Attorney comments, must be submitted **at least two weeks prior to Board packet distribution.**

• Final, reviewed and signed proffers must be submitted **at least three days prior to Board packet distribution.**

#### Important Scheduling Note:

\*Due early due to holidays.

\*\*Meeting on Thursday due to holidays

## TRANSPORTATION AND LAND USE

### 2020 Submittal Deadlines for Transportation and Land Use (TLUC) Committee Meetings

TRANSPORTATION AND LAND USE COMMITTEE (TLUC) MEETING	SUBMITTAL - MATERIALS/PROFFERS (COB 5:00 PM)	FINAL SUBMISSION - (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Mar 18, 2020	Feb 28, 2020	Mar 9, 2020	Mar 12, 2020
Apr 22, 2020	April 3, 2020	Apr 13, 2020	Apr 16, 2020
May 20, 2020	May 1, 2020	May 11, 2020	May 14, 2020
Jun 17, 2020	May 29, 2020	June 8, 2020	Jun 11, 2020
Jul 22, 2020	July 2, 2020*	July 13, 2020	Jul 16, 2020
AUGUST BREAK			
Sep 16, 2020	August 26, 2020*	Sep 4, 2020*	Sep 10, 2020
Oct 21, 2020	Oct 1, 2020*	Oct 9, 2020*	Oct 15, 2020*
Nov 18, 2020	Oct 29, 2020	Nov 6, 2020*	Nov 12, 2020
Dec 16, 2020	Nov 24, 2020*	Dec 7, 2020	Dec 10, 2020

• New or revised information from the applicant must be submitted **at least two weeks before a Board meeting packet or a TLUC meeting packet distribution.**

• Final, reviewed and signed proffers, which include responses to County Attorney comments, must be submitted **at least three days prior to Board packet or TLUC packet distribution.**

\* Due early due to holidays

“Materials” includes electronic copy and hard copies of Plats, Statement o Justification, Proffers, etc.

## BOARD OF SUPERVISORS BUSINESS MEETINGS

### 2020 Submittal Deadlines for Board of Supervisors Business Meetings

BOS BUSINESS MEETING	SUBMITTAL MATERIALS/PROFFERS (COB 5:00 PM)	FINAL SUBMISSION - (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Mar 3, 2020	Feb 13, 2020*	Feb 24, 2020	Feb 27, 2020
Mar 17, 2020	Feb 28, 2020	Mar 9, 2020	Mar 12, 2020
Apr 7, 2020	Mar 20, 2020	Mar 30, 2020	Apr 2, 2020
Apr 21, 2020	April 3, 2020	Apr 13, 2020	Apr 16, 2020
May 5, 2020	Apr 17, 2020	Apr 27, 2020	April 30, 2020
May 19, 2020	May 1, 2020	May 11, 2020	May 14, 2020
Jun 2, 2020	May 14, 2020*	May 22, 2020*	May 28, 2020
Jun 16, 2020	May 29, 2020	Jun 8, 2020	June 11, 2020
Jul 7, 2020	June 18, 2020	Jun 26, 2020	Jul 1, 2020*
Jul 21, 2020	July 2, 2020*	Jul 13, 2020	Jul 16, 2020
AUGUST BREAK			
Sep 1, 2020	Aug 14, 2020	Aug 24, 2020	Aug 27, 2020
Sep 15, 2020	Aug 26, 2020*	Sep 4, 2020*	Sep 10, 2020*
Oct 6, 2020	Sep 18, 2020	Sep 28, 2020	Oct 01, 2020
Oct 20, 2020	Oct 1, 2020*	Oct 9, 2020*	Oct 15, 2020
Nov 5, 2020**	Oct 16, 2020	Oct 26, 2020	Oct 29, 2020
Nov 17, 2020	Oct 29, 2020*	Nov 6, 2020*	Nov 12, 2020
Dec 1, 2020	Nov 5, 2020*	Nov 16, 2020	Nov 19, 2020*
Dec 15, 2020	Nov 24, 2020*	Dec 07, 2020	Dec 10, 2020
Jan 5, 2021	Dec 15, 2020*	Dec 23, 2020*	Dec 30, 2020*

• New or revised information from the applicant must be submitted **at least two weeks before a Board meeting packet or a TLUC meeting packet distribution.**

• Final, reviewed and signed proffers, which include responses to County Attorney comments, must be submitted **at least three days prior to Board packet or TLUC packet distribution.**

#### Important Scheduling Notes:

\*Due early due to holidays.

\*\*Meeting on Thursday due to holiday.

\*\*\*Early due to Election Day

\*\*\*\*Early due to holiday and Election Day

“Materials” includes electronic copy and hard copies of Plats, Statements of Justification, Proffers, etc.

To accommodate the above schedules, 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.