

PLANNING COMMISSION PUBLIC HEARING

2021 Submittal Deadlines for
Planning Commission Public Hearing

PC PUBLIC HEARING DATE	SUBMITTAL-MATERIALS (NOON)	PUBLIC HEARING PACKET DATE
Mar 23, 2021	Feb 05, 2021	Mar 16, 2021
Apr 27, 2021	Mar 12, 2021	Apr 20, 2021
May 25, 2021	Apr 09, 2021	May 18, 2021
Jun 22, 2021	May 07, 2021	June 15, 2021
Jul 27, 2021	Jun 11, 2021	July 20, 2021
AUGUST BREAK		
Sep 28, 2021	Aug 13, 2021	Sep 21, 2021
Oct 26, 2021	Sep 17, 2021	Oct 19, 2021
*Nov 30, 2021	Oct 15, 2021	Nov 23, 2021
*Dec 20, 2021	*Nov 05, 2021	Dec 13, 2021
Jan 25, 2022	Dec 10, 2021	Jan 18, 2022

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

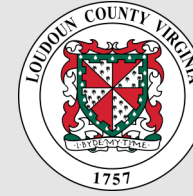
PLANNING COMMISSION WORK SESSION

2021 Submittal Deadlines for
Planning Commission Work Sessions

PC WORKSESSION ONLY DATE	SUBMITTAL - MATERIALS (NOON)	WORK SESSION PACKET DATE
*Mar 12, 2021	*Feb 19, 2021	Mar 05, 2021
Apr 08, 2021	Mar 19, 2021	Apr 01, 2021
May 13, 2021	Apr 16, 2021	May 06, 2021
Jun 10, 2021	May 14, 2021	June 03, 2021
Jul 08, 2021	Jun 11, 2021	Jul 01, 2021
AUGUST BREAK		
Sep 09, 2021	Aug 13, 2021	Sep 02, 2021
Oct 14, 2021	Sep 17, 2021	Oct 07, 2021
Nov 12, 2021	Oct 15, 2021	Nov 05, 2021
Dec 09, 2021	Nov 12, 2021	Dec 02, 2021
Jan 13, 2022	Dec 17, 2021	Jan 6, 2022

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

* 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

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 2021](#).



Loudoun County Department of Planning and Zoning Services Center
1 Harrison Street, SE, 3rd Floor,
Leesburg, VA 20215
Phone: 703-777-0246 Fax: 703-777-0441
Email: dpz@loudoun.gov

BOARD OF SUPERVISORS PUBLIC HEARINGS

2021 Supplemental Deadlines for Board of Supervisors Public Hearings

- 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

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 10 2021	Jan 29 2021	Feb 12, 2021*	Feb 23, 2021	Feb 25, 2021
Apr 14, 2021	Mar 5, 2021	Mar 19 2021	March 29, 2021	Apr 1, 2021
May 12, 2021	Apr 2, 2021	Apr 16, 2021	Apr 26, 2021	April 29, 2021
Jun 9, 2021	Apr 29, 2021	May 14, 2021	May 24, 2021	May 27, 2021
Jul 14, 2021	June 4 2021	Jun 18, 2021	Jun 28, 2021	Jul 1, 2021
AUGUST BREAK				
Sep 14, 2021**	Aug 5, 2021	Aug 19*, 2021	Aug 30* 2021	Sep 2, 2021
Oct 13, 2021	Sep 2, 2021*	Sep 13, 2021	Sep 27, 2021	Sep 30, 2021
Nov 10, 2021	Sep 30, 2021*	Oct 15, 2021	Oct 25, 2021	Oct 28, 2021
Dec 15, 2021	Oct 29 2021*	Nov 16, 2021*	Nov 29, 2021	Dec 2, 2021
Jan 12, 2022	Dec 1, 2021	Dec 15, 2021	Dec 27, 2021	Dec 30, 2021

TRANSPORTATION AND LAND USE

2021 Submittal Deadlines for Transportation and Land Use (TLUC) Committee Meetings

- 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, Prof-fers, etc.

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 17 2021	Feb 26, 2021	Mar 8, 2021	Mar 11, 2021
Apr 22, 2021	April 2, 2021	Apr 12, 2021	Apr 15, 2021
May 19, 2021	April 30, 2021	May 10, 2021	May 13, 2021
Jun 16, 2021	May 27, 2021*	June 7, 2021	Jun 10, 2021
Jul 21, 2021	July 1, 2021*	July 12, 2021*	Jul 15, 2021
AUGUST BREAK			
Sep 22, 2021	Sept 2, 2021*	Sep 13, 2021	Sep 16, 2021
Oct 20, 2021	Sept 30, 2021*	Oct 8, 2021*	Oct 14, 2021
Nov 17, 2021	Oct 27, 2021*	Nov 5, 2021*	Nov 10, 2021*
Dec 22, 2021	Dec 3, 2021*	Dec 13, 2021	Dec 16, 2021
Jan 19, 22	December 29, 2022*	Jan 10, 2022	Jan 13, 2022

BOARD OF SUPERVISORS BUSINESS MEETINGS

2021 Submittal Deadlines for Board of Supervisors Business Meetings

- 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.**

BOS BUSINESS MEETING	SUBMITTAL MATERIALS/ PROFFERS (COB 5:00 PM)	FINAL SUBMISSION - (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Mar 2, 2021	Feb 11, 2021*	Feb 22, 2021	Feb 25, 2021
March 16, 2021	Feb 26, 2021	Mar 08, 2021	Mar 11, 2021
Apr 6, 2021	Mar 19, 2021	Mar 29, 2021	Apr 1, 2021
Ap 20, 2021	Apr 2, 2021	Apr 12, 2021	Apr 15, 2021
May 4, 2021	Apr 16, 2021	Apr 26, 2021	Apr 29, 2021
May 18, 2021	Apr 30, 2021	May 10, 2021	May 13, 2021
Jun 1, 2021	May 14, 2021	May 24, 2021	May 27, 2021
Jun 15, 2021	May 27,* 2021	Jun 7, 2021	June 10, 2021
Jul 6, 2021	June 18, 2021	Jun 28, 2021	Jul 1, 2021
Jul 20, 2021	Jul 1, 2021*	Jul 12, 2021*	Jul 15, 2021
AUGUST BREAK			
Sep 8, 2021**	Aug 20, 2021	Aug 30, 2021	Sep 2, 2021
Sep 21, 2021	Sep 1, 2021 *	Sep 13, 2021	Sep 16, 2021
Oct 5, 2021	Sep 17, 2021	Sep 27, 2021	Sep 30, 2021
Oct 19, 2021	Sep 30, 2021*	Oct 8, 2021*	Oct 14, 2021
Nov 3, 2021	Oct 15, 2021	Oct 25, 2021	Oct 28, 2021
Nov 16, 2021	Oct 28, 2021	Nov 5, 2021	Nov 10 2021
Dec 7, 2021	Nov 16, 2021*	Nov 29, 2021	Dec 2, 2021
Dec 21, 2021	Nov 2, 2021*	Dec 13, 2021	Dec 16, 2021
Jan 4, 2022	Dec 15, 2021*	Dec 27, 2021	Dec 30, 2021
Jan 18, 2022	Dec 31, 2021*	Jan 10, 2021	Jan 13, 2022

Important Scheduling Notes: *Due early due to holidays. **Meeting moved due to holiday.

"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.