

**TO APPLICANTS OF  
ZMAP, ZCPA, RZPA, ZCON, ZMOD, CPAM AND SPEX APPLICATIONS,  
APPEALS AND VARIANCES  
Processed Under the 1993 Zoning Ordinance**

To ensure that a required public hearing is conducted in accordance with applicable notice provisions of *Section 6-600, Notice Required for Public Hearing*, the applicant is responsible for completing the following items relating to notification:

**POSTING OF PROPERTY** [*Reference Section 6-601 (B)*]:

The property which is the subject of the application shall be posted by the applicant using the placards provided by the County. **The posting shall occur at least 21 days and no more than 30 calendar days prior to the public hearing.** The placard(s) shall be affixed to a pole, post, fence, or other structure to be clearly visible from each public road abutting the property. If no public roads abut the property, then the placard(s) shall be posted so as to be clearly visible from at least two abutting properties and at the access point(s) to said property.

**MAINTENANCE AND REMOVAL OF PLACARDS** [*Reference Section 6-601 (B) (3)*]:

The applicant shall maintain all placards up to the time of the hearing and **shall remove all posted placards no later than 15 calendar days after the public hearing has been closed.**

**NOTIFICATION OF PROPER PARTIES** [*Reference Section 6-601 (A)*]:

Two (2) separate written public hearing notices must be mailed to the relevant parties as described below:

(a) **First Notice**: Written first-notice of the public hearing shall be sent to the owner or owners, or their agent, of all abutting properties and all properties immediately and diagonally across the street or road from the subject property. **Such first-notice must be mailed at least 21 and no more than 30 calendar days before the hearing and shall be made by first class mail.** Such first-notice shall be sent to the last known address of the owner as shown on the County's current real estate tax assessments records.

In addition, if any portion of the property which is the subject of the application is within a planned development district, then written notice of the public hearing shall also be given to the incorporated property home owners association existing within the planned development district that has members owning property within 2,000 feet of the subject property. **Such first-notice must be mailed at least 21 and no more than 30 calendar days before the hearing.** Notice shall be sent by registered or certified mail to the last known address of the registered agent as listed by the State Corporation Commission.

*Please include a copy of the vicinity map with the letters to the adjacent property owners.*

(b) **Second Notice**: Different requirements apply depending on the number of Tax Map Parcels involved in the application.

**(1) For applications involving less than 25 tax map parcels,** written second-notice of the public hearing shall be sent to the owner or owners, their agent, or the occupant of all abutting properties and all properties immediately and diagonally across the street or road from the subject property. **Such second-notice must be mailed at least five (5) calendar days before the hearing and shall be mailed by registered or certified mail.** Such second-notice shall be sent to the last known address of the owner as shown on the County's current real estate tax assessment records.

In addition, if any portion of the property which is the subject of the application is within a planned development district, then written notice of the public hearing shall also be given to the incorporated property home owners association existing within the planned development district that has members owning property within 2,000 feet of the subject property. **Such second-notice must be mailed at least five (5) calendar days before the hearing.** Notice shall be sent by registered or certified mail to the last known address of the registered agent as listed by the State Corporation Commission.

**(2) If the application involves 25 or more tax map parcels,** then the second-notice to required property owners can be made by first class mail. However, the second-notice to the registered agent of the incorporated home owners association must be made by registered or certified mail.

**AFFIDAVIT OF NOTIFICATION** [*Reference Section 6-601 (A) (7)*]:

**At least five (5) days prior to the hearing,** an affidavit prepared by the person or their representative providing notice, shall be filed with the Director of Planning certifying that first and second notices have been sent as required. Such affidavit shall include a list of the parties to whom the notice was sent. **A counterpart of such affidavit shall be presented to the Clerk at the beginning of the public hearing on the application.**

**SAMPLE (HOA) NOTIFICATION LETTER  
FOR ZMAP, ZCPA, ZCON, ZMOD, RZPA, CPAM AND SPEX APPLICATION;  
AND APPEALS AND VARIANCES UNDER THE 1993 LOUDOUN COUNTY ZONING ORDINANCE**

**(Date)**

To Whom It May Concern:

You are listed by the Virginia State Corporation Commission as the registered agent for the **(incorporated home owner's association name)**, which has members within a Planned Development District who own property within 2,000 feet of the subject property described as **(Tax Map, Parcel, and PIN #)**. In accordance with the provisions of the Loudoun County Zoning Ordinance, I hereby notify you of a planned public hearing before the Loudoun County **[Board of Supervisors] or [Planning Commission] or [Board of Zoning Appeals]** on **(month/day/year)** at **(time)**, to be held at the Supervisors' Meeting Room, Loudoun County Government Center, 1 Harrison Street, S.E. Leesburg, Virginia [unless otherwise noted], concerning **(case number and name, including name of applicant)**.

This application is for **(application type and brief description of request)**.

The property [or portion of the property] that is the subject of this application is located within a Planned Development District and is identified as Loudoun County **(Tax Map, Parcel, and PIN#)**, located at **(complete street address of the property)**.

All members of the public will be heard as to their views pertinent to these matters at the aforementioned public hearing.

If you have any questions, please call me at **(phone)** or **(name of project manager)**, the County's project manager, at 703-777-0246. To view the project file, contact the Loudoun County Department of Building and Development, 703-777-0220 or visit [www.loudoun.gov/lola](http://www.loudoun.gov/lola), Loudoun On-Line Land Applications (LOLA) System.

Sincerely,

**(name)**

**SAMPLE (PROPERTY OWNER) NOTIFICATION LETTER  
FOR ZMAP, ZCPA, ZCON, ZMOD, RZPA, CPAM AND SPEX APPLICATION;  
AND APPEALS AND VARIANCES UNDER THE 1993 LOUDOUN COUNTY ZONING ORDINANCE**

**(Date)**

To Whom It May Concern:

You are listed in the current real estate tax books of Loudoun County as the owner of a parcel of land described as **(Tax Map, Parcel, and PIN #)**. In accordance with the provisions of the Loudoun County Zoning Ordinance, I hereby notify you of a planned public hearing before the Loudoun County **[Board of Supervisors] or [Planning Commission] or [Board of Zoning Appeals]** on **(month/day/year)** at **(time)**, to be held at the Supervisors' Meeting Room, Loudoun County Government Center, 1 Harrison Street, S.E. Leesburg, Virginia [unless otherwise noted], concerning **(case number and name, including name of applicant)**.

This application is for **(application type and brief description of request)**.

The property that is the subject of this application is identified as Loudoun County **(Tax Map, Parcel, and PIN#)**, located at **(complete street address of the property)**, and is **[abutting your property] or [immediately and diagonally across the road from your property]**.

All members of the public will be heard as to their views pertinent to these matters at the aforementioned public hearing.

If you have any questions, please call me at **(phone)** or **(name of project manager)**, the County's project manager, at 703-777-0246. To view the project file, contact the Loudoun County Department of Building and Development, 703-777-0220 or visit [www.loudoun.gov/lola](http://www.loudoun.gov/lola), Loudoun On-Line Land Applications (LOLA) System.

Sincerely,

**(name)**

**AFFIDAVIT**

**REQUIRED FOR ZMAP, ZCPA, ZMOD AND SPEX APPLICATIONS, APPEALS AND VARIANCES  
UNDER THE 1993 LOUDOUN COUNTY ZONING ORDINANCE**

REGARDING NOTIFICATION REQUIREMENTS FOR (case number & name) located on Loudoun County  
(Tax Map Parcel(s), and PIN #(s))

STATE OF VIRGINIA  
COUNTY OF LOUDOUN, to-wit:

I, \_\_\_\_\_, the undersigned, being first duly sworn, do hereby depose and certify as follows:

That in accordance with Section 6-601(A) of the 1993 Loudoun County Zoning Ordinance and Virginia Code Section 15.1-431, the property owners listed on the attached sheet were notified of the (month/day/year) public hearing before the **[Board of Supervisors] or [Planning Commission] or [Board of Zoning Appeals]**, to be held at the Supervisors' Meeting Room, Loudoun County Government Center, 1 Harrison Street, S.E. Leesburg, Virginia [unless otherwise noted] at (time).

That said notification consisted of two written notification letters, the first notification mailed to each listed property owner or their agent at least 21, and no more than 30, calendar days before the referenced public hearing, and the second notification mailed to each property owner, their agent or the occupant at least five (5) days before said hearing.

That a sample notification letter and a list of the names of land owners, their agents and occupants to whom notification was sent, are attached.

That said first notification was mailed from the (name of Post Office), on (date), by **(registered/certified/first class)** mail.

That pursuant to Section 6-601(B) of the Loudoun County Zoning Ordinance, placards furnished by the County, indicating the date, time and place of the public hearing before the **[Board of Supervisors] or [Planning Commission] or [Board of Zoning Appeals]**, a brief description of the matter being heard, and identifying the land which is the subject of the application, were erected on the property at least 21, and no more than 30, calendar days prior to the public hearing, and further, that said placards have been maintained up to the time of said hearing.

That the placards were posted on (month/day/year).

\_\_\_\_\_  
Applicant's Signature

Subscribed and sworn to me before this (day) of (month), (year).

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Public