

SAMPLE NOTIFICATION LETTER TO PROPERTY OWNERS

For Legislative Land Development Applications, Appeals, and Variances under the *1972 Loudoun County Zoning Ordinance*

[Month day, year]

[Name]

[Street Address]

[City, State Zip]

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 **[abutting the property or immediately and diagonally across the road from the property]** described as Parcel Identification Number (PIN) **[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 **[month day, year]** at **[time]**, to be held in the Board of Supervisors' Meeting Room, 1st Floor, Government Center, 1 Harrison Street, SE, Leesburg, Virginia, concerning **[application 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 more particularly identified as Loudoun County PIN **[PIN]**, located at **[complete street address of the property]**, and is **[abutting your property or immediately and diagonally across the road from your property]**.

Members of the public desiring to do so may present their views pertinent to these matters at the aforementioned public hearing.

If you have any questions regarding this application, please call me at **[phone]** or **[name of project manager]**, the County's project manager, at 703-777-0246 (option 5). The application and associated file documents may be reviewed electronically at loudoun.gov/landmarc. You may also contact the Loudoun County Department of Planning and Zoning at 703-777-0246 (option 5) to request copies.

Sincerely,

[Name]