

## **SAMPLE NOTIFICATION LETTER TO OWNER ASSOCIATION**

### **Legislative Land Development Applications Under the *Loudoun County Zoning Ordinance***

**[Month day, year]**

**[Name]**

**[Street Address]**

**[City, State Zip]**

To Whom It May Concern:

You are listed by the Virginia State Corporation Commission as the registered agent for the **[incorporated owners association name]**, which has members within a Planned Unit Development who own property within 2,000 feet of the subject property described as Parcel Identification (PIN) **[PIN]**. In accordance with the provisions of the Loudoun County Zoning Ordinance, I hereby notify you of a 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, 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 identified as Loudoun County PIN **[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 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](http://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]**