



Loudoun County, Virginia

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NEWS RELEASE

Office of the County Administrator, Public Affairs and Communications
1 Harrison Street SE, P.O. Box 7000, Leesburg, VA 20177-7000
703-777-0113 • Fax 703-771-5841

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Media Contact: Glen Barbour, Public Affairs and Communications Officer
703-771-5086, Glen.Barbour@loudoun.gov

Department of Planning and Zoning to Close to In-Person Services Feb. 13

The Loudoun County Department of Planning and Zoning will be closed to the public on **Monday, February 13, 2023**, for staff training. As a result, in-person services will temporarily be suspended for one business day. The department will reopen for normal operations on Tuesday, February 14.

Online Services

Online services will continue to be available, including:

- Submitting requests through the online [Loudoun Express Request \(LEx\) system](#).
- [Submitting administrative and legislative applications](#).
- [Requesting a pre-application conference](#), which is a required meeting for any legislative land use application.
- [Requesting informal proffer information](#).
- Emailing the department at dpz@loudoun.gov.

In-Person Drop-Off

The secure drop boxes for the public will continue to be available during the department's one-day closure. Use the drop box to leave items such as plans and application submissions. The drop boxes are located in lobby of the [Government Center](#).

In-Person Pickup

Members of the public also may continue to pick up items in person through the Department of Planning and Zoning's pickup station, which is located in the Purcellville Room on the first floor of the [Government Center](#). Following notice and receipt of instructions by county staff, the public may pick up items, such as Planning Commission public hearing notice posters and plans, permits and other documents provided by the county to residents through this convenient self-service system.

More Information

More information about the department's services, including contact information, is available at loudoun.gov/planningandzoning.

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