



**Loudoun County, Virginia**

www.loudoun.gov

DATE RECEIVED: \_\_\_\_\_

**Department of Planning and Zoning  
Zoning Administration**

1 Harrison Street, S. E., P.O. Box 7000, MSC #60, Leesburg, VA 20177-7000  
Administration: 703/777-0220 Fax: 703/771-5215

**REQUEST FOR VARIANCE PRE-APPLICATION MEETING**

**REVISED 1993 ZONING ORDINANCE**

(PLEASE PRINT IN INK OR TYPE)

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LCTM #: \_\_\_\_\_ MCPI: \_\_\_\_\_

LOUDOUN COUNTY TAX MAP/PARCEL #

MAP CELL PARCEL INDICATOR (PIN) #

\_\_\_\_\_ ZONING DISTRICT

\_\_\_\_\_ NAME OF DEVELOPMENT, BUSINESS, OR SUBDIVISION

**REASON FOR VARIANCE REQUEST:** THE SECTION OF THE ZONING ORDINANCE THAT IS PREVENTING THE PROPOSED CONSTRUCTION MUST BE DESCRIBED ALONG WITH THE PROPOSED USE.

**[FOR EXAMPLE: SEC.2-404(D) YARD OF 75 FEET]**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH:**

1. EXISTING BOUNDARY/PROPERTY SURVEY OF SITE.
2. SHOW EXISTING/PROPOSED STRUCTURES ON THE PLOT/PLAN.
3. LIST OF ISSUES TO BE DISCUSSED.

I REQUEST A PRE-APPLICATION MEETING TO DISCUSS MY REQUEST REGARDING THIS PROPOSED APPLICATION. I UNDERSTAND THAT NO MATTERS DISCUSSED AT THIS MEETING SHALL BE BINDING ON EITHER THE APPLICANT OR THE COUNTY.

\_\_\_\_\_ APPLICANT'S SIGNATURE

\_\_\_\_\_ DATE

**PLEASE SUBMIT A COMPLETED COPY OF THIS REQUEST FORM AND REQUIRED ATTACHMENTS TO THE ZONING ADMINISTRATOR AT THE ABOVE ADDRESS**