



Loudoun County, Virginia

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DATE RECEIVED: _____

**Department of Planning and Zoning
Zoning Administration**

1 Harrison Street, S. E., 3rd floor, P.O. Box 7000, Leesburg, VA 20177-7000
Administration: 703/777-0246

**REQUEST FOR *VARIANCE* PRE-APPLICATION MEETING
(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