

CMPT

COMMISSION PERMIT

Checklist of Minimum Requirements

The Loudoun County Zoning Ordinance requires that any street, park, public area, public structure, public utility, public building or public service corporation (other than railroads), whether publicly or privately owned, must have the general or approximate location, character, and extent approved by the Planning Commission as being substantially in accord with the adopted comprehensive plan before the public facility can be constructed or established. The Board of Supervisors may ratify the Planning Commission's decision or overrule the Commission by a majority vote. (See Section 905 of the 1972 Zoning Ordinance or Section 6-1100 of the 1993 Zoning Ordinance as applicable.)

Pre-Application Conference. It is recommended that the applicant meet first with the Planning Department staff prior to submission of a proposal, to determine which documents and information must be submitted. This conference is at no charge to the applicant. If the Planning staff allows any deviation from any requirement, it is the applicant's responsibility to indicate and/or provide documentation of those deviations with the initial submission.

The Current submission fee is \$6,990.00.

APPLICANT RESPONSIBILITIES. The applicant must complete all of the information contained in this checklist, or present written approval for any deviation therefrom. Written approval from the designated department for any deviation from mandatory requirements must be obtained prior to application submission.

Where proposed project information is requested in this checklist for adjacent property to the proposal, this information may be limited to projects on file with the County or with an adjacent incorporated town or surrounding jurisdiction.

All plats or plans submitted with this application shall be folded to a size of approximately 8½ " x 11" with the title block visible.

If the application is judged incomplete, the staff will identify in writing the deficiencies that must be corrected. The application will not be accepted for processing until the deficiencies are resolved.

All required forms are available in the Department of Planning.

A. <u>LAND DEVELOPMENT APPLICATION FORM.</u> Submit a completed land development application form, including the following:	SUBMITTED		
	YES	NO	N/A
1. Applicant's name and address and ownership interest in the subject property.			
2. The name and address, and signed written consent of all those having an ownership interest, if different than the applicant filing the application.			
3. The names and addresses of all consultants representing the applicant with respect to the proposed development plan.			
4. The tax map identification number; MCPI number.			
5. Signature of Property Owner.			
B. <u>STATEMENT OF JUSTIFICATION.</u> One copy of a Statement of Justification detailing the proposed use.			
C. <u>SITE PLAN.</u> Provide 15 copies of a site plan at a scale of 1"=200', or request a deviation for a more meaningful scale. At least three (3) plans must be provided at 1"=200'. Four copies are required when floodplain exists on the site. Include the following information on the plan:			
1. Where applicable, the limits of floodplain boundaries are to be delineated. The plat shall utilize and identify the source as the Floodplain Map of Loudoun County.			
2. The scale, north point, and date.			
3. The boundary of the property showing bearings and distances.			
4. The owners' names and zoning of adjacent property.			
5. The location and dimensions of all structures, parking/loading areas, and signs, existing and proposed.			
6. The location of any structures within 500' of the proposed structure/use.			
7. The property owner's signature.			
8. An insert vicinity map showing the location within the general area.			