

# ZRTD

## ZONING MAP AMENDMENT APPLICATION Conversion to Current Zoning Ordinance

### Checklist of Minimum Requirements

Loudoun County Zoning Ordinance Section 6-1203(A):

**Pre-Application Conference.** *Prior to filing an application, an applicant shall meet with the Planning Department to discuss the intentions with regard to a given application and questions regarding the procedures or substantive requirements of this Ordinance. In connection with all such conferences, the Zoning Administrator shall be consulted as appropriate. A request for a pre-application conference shall be made in writing to the Director of Planning using the application form found on the County's web site and shall be accompanied by sketch maps of the site, and a list of the issues to be discussed at the conference. No matters discussed at said meeting shall be binding on either the applicant or the County.*

The current submission fee is \$2,380.00

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LOUDOUN COUNTY DEPARTMENT OF PLANNING  
1 Harrison Street, S.E., 3<sup>rd</sup> Floor, MSC# 62, PO Box 7000, Leesburg, VA 20177-7000  
703-777-0246

### MINIMUM SUBMISSION REQUIREMENTS FOR ZONING MAP AMENDMENT APPLICATION CONVERSION TO CURRENT ZONING ORDINANCE (ZRTD)

TO BE COMPLETED BY THE APPLICANT
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Project Name: \_\_\_\_\_

Current Use: \_\_\_\_\_

Project Location: \_\_\_\_\_

Tax Map #(s): \_\_\_\_\_ Parcel #(s): \_\_\_\_\_

Parcel Owner(s): \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Applicant/Authorized Agent: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Attorney: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Signature of Person Completing Checklist: \_\_\_\_\_ Date: \_\_\_\_\_

**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 submission.

If judged incomplete, the staff will identify in writing the deficiencies in the application that must be corrected. The application will not be accepted for processing. **Should the applicant not provide corrected information within 30 calendar days of being notified of the deficiencies, the fee and materials will be returned to the applicant and the case will be rejected.**

All required forms are available in the Department of Planning except as otherwise noted.

	SUBMITTED		
	YES	NO	N/A
<p>A. <u>LAND DEVELOPMENT APPLICATION FORM</u>. Submit a completed land development application form, including the following:</p> <ol style="list-style-type: none"> <li>1. Applicant's name and address and ownership interest in the subject property.</li> <li>2. The name and address, and signed written consent of all those having an ownership interest, if different than the applicant filing the application.</li> <li>3. The names and addresses of all consultants representing the applicant with respect to the proposed development plan.</li> <li>4. The tax map number and PIN number.</li> </ol>			
<p>B. <u>CERTIFICATE OF PAYMENT OF TAXES</u>. Provide a certificate verifying that real estate taxes have been paid for all property included in the application. <i>(A certificate of payment of taxes is available from the Treasurer's Office or online.<sup>1</sup>)</i></p>			
<p>C. <u>DISCLOSURE OF REAL PARTIES IN INTEREST</u>. Provide completed disclosure form(s).</p>			
<p>D. <u>RECORD OF PRE-APPLICATION CONFERENCE</u>. Provide a copy of the documentation provided at the Conference or the waiver letter in the event the Director has waived the conference per Article 6-1203.</p>			
<p>E. <u>FEES</u>. Provide a check made payable to the County of Loudoun.</p>			
<p>F. <u>CONCEPT DEVELOPMENT PLAN</u>. Provide 3 copies of a land use plan map identifying:</p> <ol style="list-style-type: none"> <li>1. The boundaries and <i>acreage</i> of the project and any lots or land bays within the project area; (If an existing/proposed zoning district line does not follow roads, waterways, or property lines, a metes and bounds description or bearing and distance of the district boundary is required.<sup>2</sup>)</li> <li>2. Existing entrances to adjacent roads and the road network within 600 feet of the project;</li> <li>3. The Zoning District boundary lines and project land area within each zoning district;</li> <li>4. Footprints and floor area of existing buildings and uses;</li> <li>5. Planned land use designation applicable to the property; and</li> <li>6. Applicant and Land Owner's names and signatures.</li> </ol>			

<sup>1</sup> See [www.loudoun.gov](http://www.loudoun.gov) Real Estate Tax, Assessment and Parcel Database

	SUBMITTED		
	YES	NO	N/A
G. <u>YARDS AND SETBACKS.</u> Provide note on the Concept Plan stating Ordinance section dictating yards and setbacks or put in proffer statement.			
H. <u>GENERALIZED TRAFFIC STATEMENT.</u> (Route 28 Highway Improvement Tax District) <sup>2</sup>			
I. <u>MAILING LABELS.</u> The applicant must submit two (2) sets of pre-printed address/ mailing labels with addresses of all adjacent property owners.			

<sup>2</sup> Information available from the Office of Transportation Services

**CERTIFICATION OF APPLICATION SUBMISSION.**

I hereby certify that the above stated information is included in the attached zoning map amendment application and accompanying materials.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

In addition to the required checklist items, a written project summary or statement of justification is requested to include:

1. The present and proposed zoning classification and use of the subject property and adjacent land.
2. The planned use designation of the property and adjacent land as contained in The Comprehensive Plan and taxing district, if applicable.
3. Justification describing the proposed development's compliance with The Comprehensive Plan.