ZMAP

ZONING MAP AMENDMENT APPLICATION
Planned Development Districts
and Non-Planned Development Districts

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 Director of Planning and discuss his 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 and shall be accompanied by sketch maps of the site, a description of the existing environmental, topographical and structural features on the site, the proposed project or use, graphics that illustrate the scale, location and design of any buildings or structures to the extent known, 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 Director of Planning shall respond to each written request for a pre-application conference within fifteen (15) calendar days. If a pre-application conference is not scheduled within thirty (30) calendar days of a request for such conference, then the applicant may request a waiver of the conference. The Planning Director may waive the pre-application conference requirement in cases where the Director finds such a waiver is not detrimental to the applicant or the County.

The current submission fee is:

Residential	$35,605.00 for the first 200 acres + $180.00 per acre thereafter
Non-Residential	$27,720.00 for the first 200 acres + $140.00 per acre thereafter
Rezoning to PD-RV	$35,605.00 for the first 200 acres + $180.00 per acre for each acre over 200 contained in the village center (total acreage minus the acreage contained in conservancy lots)

See Section 6-1211(E) of the 1993 Zoning Ordinance for matters that will be considered by the Planning Commission.

LOUDOUN COUNTY DEPARTMENT OF PLANNING
1 Harrison Street, S.E., 3rd Floor, MSC#62, P.O. Box 7000, Leesburg, VA 20177-7000
(703)777-0246

MINIMUM SUBMISSION REQUIREMENTS FOR ZONING MAP AMENDMENT APPLICATION

Application Number _____

TO BE COMPLETED BY THE APPLICANT

Project Name: _____

Proposed 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: _____

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TO BE COMPLETED BY THE PLANNING OFFICE PERSONNEL

Date Received: _____ Date Reviewed: _____

Reviewed by: _____ Date Accepted/Not Accepted: _____

Reason(s) For Not Accepting: _____

_____

_____

_____

MCPI Number(s): _____

A. 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. The fee and materials will be returned to the applicant.

All required forms are available in the Department of Planning.

Approved Deviations:

_____

_____

_____

_____

A letter signed by the applicant and by the owner of the property granting the right of entry upon the property to the Zoning Administrator, law enforcement agents, and County inspectors for the purpose of inspecting, and bringing law enforcement to the property, during the term of any permit which may be issued is required.

B. LAND DEVELOPMENT APPLICATION FORM. 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.[1]			
C. CERTIFICATE OF PAYMENT OF TAXES. Provide a certificate verifying that real estate taxes have been paid for all property included in the application. (*A certificate of payment of taxes is available from the Treasurer's Office.*)			
D. USE VALUE ASSESSMENT PROGRAM. Provide a statement which identifies any parcel(s) currently subject to the County's Use Value Assessment that are included as part of this application. (*A Land Use certificate is available from the Department of Financial Services.*)			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

	SUBMITTED		
	YES	NO	N/A
E. DISCLOSURE OF REAL PARTIES IN INTEREST. Provide completed disclosure form(s).			
F. FEES. Provide a check made payable to the County of Loudoun.			
G. RECORD OF PRE-APPLICATION CONFERENCE. Provide a copy of the documentation provided at the Conference.[4]			
H. STATEMENT OF JUSTIFICATION. Provide 22 copies of a written Statement of Justification including the following:			
1. A Project Summary detailing the following:			
a. The present and proposed zoning classification[2] and use of the subject property and adjacent land. If an existing or proposed zoning district line does not follow roads, waterways, or property lines, a metes and bounds description of the district boundary is required.			
b. The planned use designation of the property and adjacent land as contained in the Comprehensive Plan[4] and taxing district,[1] if applicable.			
2. A written statement describing the proposed development's compliance with the environmental, cultural, land use, economic and fiscal, and design goals and policies of the Comprehensive Plan.			
3. Address the matters for consideration contained in Section 6-1211(E) of the Zoning Ordinance.[1]			
I. VICINITY MAP. Provide 22 copies of a map labeled "Vicinity Map" at a scale of 1" = 1000', 8½" x 11" in size with approximate Virginia coordinate grid information with the proposal's property centered on the map.[1] Include the following information on the map:			
1. Approximate location of arterial and collector streets and any local streets connecting to the proposed project and street names or numbers; major streams or rivers; the Potomac River; the W&OD trail.[1]			
2. Project boundaries and all existing lot boundaries (as shown on the County parcel maps) within the project and surrounding the project within the vicinity map area.[1]			
3. Jurisdictional boundaries.[1] (if applicable)			
4. Existing development of the subject property and the use and development of all land within 200 feet thereof.[1]			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

	SUBMITTED		
	YES	NO	N/A
J. EXISTING CONDITIONS. Provide 22 copies of an existing conditions plat at a scale of 1"=200' (or other appropriate scale as approved by the Director of Planning), including the following:			
1. Rezoning Plat. A survey showing property and zoning boundary lines, metes and bounds, property acreage and acreage of area to be rezoned, if different, scale and north arrow, utility transmission lines and public rights-of-way crossing and adjacent to the subject property.[1]			
2. Topography at contours not more than five (5) feet. *(The Director may request a 2-foot contour.)*[1]			
3. Steep slopes.[1]			
4. Water courses, drainage ways, ponds, wetlands, lakes and bodies of water.[1]			
5. The location and general description of vegetation and existing tree cover including:			
a. A description of type and extent of tree cover that identifies canopy, understory growth and other flora.			
b. An inventory of evergreen trees with calipers of 14 inches or larger and deciduous trees with calipers of 22 inches or larger (measured 4.5 feet above the ground).			
c. Endangered species habitat.[5]			
6. The delineation of major and minor floodplain, where applicable. Use and identify the source as the floodplain map of Loudoun County.[1]			
7. Soils as shown on the Loudoun County Soil Survey,[1] including hydric soils groups.			
8. Location of arterial and collector streets and any local streets crossing, connecting, or adjacent to the proposed project with street names or numbers.			
9. A delineation of existing structures, and an indication of their date of construction, as determined by record search and visual survey, and whether it is planned that they be retained or demolished. The applicant must also conduct a survey of historic architecture, known and potential historic and archaeological sites to determine whether the proposed development will impact those resources as preservation or mitigation of the resources may be required.			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning
5. Information available from the State Department of Natural Resources

	SUBMITTED		
	YES	NO	N/A
10. Approximate delineation of any known grave, object, or structure marking a place of burial, as determined by record search and visual survey.			
11. Features such as roads, stonewalls, fences, structures, and other prominent features as shown on the County PCT maps.[1]			
12. Limits of overlay districts on the property. (HCC, AI, FOD, MDOD).[1 OR 2]			
13. Identification of any Federal or State permits or conditions that directly limit development on the subject property.			
14. A listing, if known, of all hazardous or toxic substances as set forth in Title 40, Code of Federal Regulations Parts 116.4, 302.4 and 355; all hazardous waste as set forth in Commonwealth of Virginia Department of Waste Management.			
K. CONCEPT PLAN. Provide 22 copies of a Concept Development Plan. The Plan shall include a title block identifying the project, owner, tax map and MCPI numbers, election district, plan date and revision dates. The Plan shall be at a scale of one inch to 200 feet or other appropriate scale as approved by the Director of Planning [at least one (1) set shall be at a scale of one inch to 200 feet]. The plat shall depict or describe the following features of the development:			
1. A land use plan map with a description of the type, location, and nature of land use and building type within each area of the development; the acreage and proposed density and lot requirements of each subarea or land bay; and the existing and proposed zoning district boundary lines.			
a. For residential districts (non-PDH): a plan that shows the potential lot layout for single family detached units that includes setback lines and streets; for single family attached units: a plan that shows lot layout, setbacks, travelways and the required parking; for multi-family units: the footprint of buildings to reflect the proposed FAR, setback lines, and the required parking and travelways.			
b. For non-residential districts (non-PDH), a footprint of buildings reflecting the proposed FAR, setback lines, and the required parking and travelways.			
c. Adjacent roadway, sidewalks, pedestrian and bicycle trails information.			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

	SUBMITTED		
	YES	NO	N/A
d. Existing and proposed abutting roads and their right-of-way widths.			
e. Existing nonresidential access points, existing and proposed roadway intersections and median breaks.			
f. Major roads identified in the County Transportation Plan and roads identified in the current Loudoun County/VDOT six-year plan.			
2. A proposed traffic circulation map that illustrates both external and internal traffic ways, including existing and proposed rights-of-way, travel lanes, major pedestrian and bike paths and trails, school bus stops/shelters, park and ride lots, and other transit or multi-modal related facilities, and other transportation improvements.			
3. A land use map that overlays the proposed land use and transportation elements over the existing conditions information submitted under Item J. *(NOTE: Intended to show the changes in topography, drainage, water features, trees and vegetation, etc., anticipated as a result of the proposed development. And to also show the measures proposed to protect or enhance the above features as well as known or potential historic features or structures, archaeological sites or cultural resources as part of the development process.)*			
4. The proposed plan for all major sanitary sewer improvements and a general description of the means of providing water service; the approximate location and estimated size of all proposed stormwater management facilities and a statement as to the type of facility proposed.			
5. A description and the general location of all proposed community and public facilities (schools, fire protection, libraries, parks and similar services).			
6. For adjacent property within 200 feet including property across the road from project:			
a. Approved and proposed projects or subdivision names, lot lines, section and lot numbers[1] and zoning.[2]			
b. Existing and proposed land uses at time of submission; lots; existing structures within 200' of the proposed project. [1]			
c. Adjacent open space easements, park and recreation land.			
7. A delineation and description of the open space areas.			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

	SUBMITTED		
	YES	NO	N/A
8. A statement of those special amenities that are proposed within the development (i.e. community center, park or pool; natural areas to be preserved and incorporated into the design, etc.).			
9. A statement identifying easements and restrictive covenants relating to the establishment of common open space or service facility within the planned development,[2] and the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or private common open space or service facility.			
10. The Concept Development Plan shall include a note indicating the applicant's obligation to establish any separate entity to maintain open space or service facilities prior to approval of the first record plat in the proposed development in a form approved by the County.			
11. Applicant's name and signature.			
12. If requested by the Planning Director the applicant shall provide:			
a. A minimum of two cross-sections on each land bay in the proposed development where a grade change of 3 feet or more is proposed or where buildings are proposed. The cross-sections shall illustrate existing and proposed topography, height and density of vegetation and the dimensions of proposed buildings.			
b. For projects adjacent to existing residentially zoned or used property, three-dimensional sketches providing a "bird's eye" (45°) view and at least two eye-level perspectives (30°) of the project illustrating the relationship between the proposed development and the surrounding community.			
NOTE: The cross sections and/or sketches shall be provided no later than the applicant's response to the initial agency comments (referrals).			
L. <u>ELEVATIONS</u>. If requested by the Planning Director, the applicant shall provide front, side, and rear elevations of all non-residential buildings proposed as part of the development where they abut residentially occupied property.			
M. <u>INFORMATION TABULATION</u>. Provide a tabulation of the following information on the concept development plan:			
1. The maximum total number of dwelling units proposed by type of structure, by subarea or land bay if applicable.			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
4. Information available from the Department of Planning

	SUBMITTED		
	YES	NO	N/A
2. The maximum total square feet of building floor area proposed for nonresidential uses by type of use, by sub-area or land bay if applicable.			
3. The total land area, expressed in acres and as a percent of the total development area, proposed to be devoted to residential and non-residential uses; land area devoted to passive open space, active recreation, parking, etc.			
4. The minimum lot requirements for each proposed use, if different than the minimum lot requirements specified in the Zoning Ordinance for the district in which the lot is to be located.[2]			
5. A schedule showing the number of parking spaces provided and the number required by the provisions of Sections 5-1100.[2]			
N. PHASING PLAN. If the development is proposed for construction in phases during a period extending beyond a single construction season, a proposed phasing plan shall be submitted stating the proportion of the total public and private open space and public improvements and the proportion of each type of proposed use to be provided or constructed during each such stage and overall chronology of development to be followed from stage to stage.			
O. TRAFFIC STUDY. Provide 6 copies of a traffic analysis indicating the relationship of the proposed development to traffic, road and transit use and plans according to FSM Section 4-200B.			
P. MODIFICATIONS. (For Planned Development Rezonings only). A statement identifying each of the planned development regulations or other applicable provisions of this Ordinance that the applicant proposes to be modified as part of the Concept Development Plan and the justification therefore.			
Q. COMMUNITY MEETINGS. The applicant must submit a list or schedule of meetings between the applicant and the surrounding communities either held or scheduled to be held.			
R. MAILING LABELS. The applicant must submit two (2) sets of pre-printed address/mailing labels with addresses of all adjacent property owners.			

1. Information available from the Office of Mapping
2. Information available from the Department of Building and Development
3. Information available from the Clerk of the Circuit Court
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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_____