

**Loudoun County, Virginia**  
**APPLICATION FOR CONSIDERATION OF**  
**COMMUNITY WATER AND/OR WASTEWATER SOLUTIONS**

**\*\*\*DISCLAIMER: Applying for assistance from the County for Water and/or Wastewater solutions does not guarantee that improvements will be provided. Applications aid the County in assessing which communities have the greatest need. \*\*\***

**Background and Instructions**

This application form provides a means for communities in Loudoun County to apply for water and/or wastewater service improvements. This application form collects some of the necessary information for consideration, evaluation, and prioritization of applications.

Applicants should fill in as much of the information as possible, including the Individual Homes Data Gathering Form and the Property Owner Signatures page. **An asterisk (\*) is used where the information is required.** If unsure about a response, a question mark (?) should be added. Completed forms should be submitted to:

Department of General Services/Scott Fincham  
County of Loudoun  
801 Sycolin Road, SE  
P.O. 7100  
Leesburg, VA 20177-7100

For questions or assistance, Mr. Fincham may be contacted at 703-771-5520, or by email [scott.fincham@loudoun.gov](mailto:scott.fincham@loudoun.gov).

**To be eligible to submit an application:**

- There must be issues with water and/or wastewater within the community;
- The community must identify at least two coordinators and submit only one application per community;
- The application must contain the signatures of at least 60% of the total owners of occupied homes and other eligible structures within the community.
- A map of the community must be provided. The map may be hand-drawn or copied from another source. It must have sufficient detail and be of sufficient quality to show the community boundary and the properties that comprise the community.

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Occupied and unoccupied residences, as well as other structures that traditionally have indoor plumbing, such as churches, businesses, and community centers, are eligible for consideration in this application. Structures that traditionally do not have indoor plumbing, such as garages, workshops, and barns; vacant non-residential structures; and properties without structures are not eligible for consideration. Upon receipt of this application form, Loudoun County representatives will conduct a review and evaluation of the application and provide an update to the community coordinators. Loudoun County will verify application information where possible and consider other available information beyond what is included in the application, including:

- Median lot size
- Soil characteristics
- Type of water / wastewater systems
- Number of homes and eligible structures without water or wastewater service
- Number of homes served by drinking water wells or systems not in compliance with current standards, including water quality, quantity or construction issues, or contamination
- Median age of water and wastewater disposal systems
- Number of failed or inadequate on-site wastewater disposal systems
- Number of alternative discharging wastewater systems
- Impaired streams

Scoring results, including materials used to conduct the scoring of an application, will be available to the community coordinators.

**Line-by-line instructions:**

1 – Provide the name or names by which the community is commonly referred. If the community does not have an existing name, please provide one like, “The cluster of homes around the intersection of ...”

2 – Provide the street / road location of the community, such as, “At the intersection of 1st & Main Streets. Provide a map of the community which shows the community boundary and the properties that comprise the community.

3 – Provide a general description of the community, such as “20 homes, with one church.”

4 – Provide the name and contact information for the primary coordinator of this application process, a back-up coordinator, and optional third contact person.

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5 – Check one or both of the choices; indicate whether this application is for assistance with solutions for water, wastewater, or both.

6 – Provide the residential population, number of persons living in the community, as accurately as possible.

7 – Indicate the number of homes in the community, including those currently occupied and those currently unoccupied.

8 – Indicate the number of eligible structures in the community, such as churches, businesses, community centers, and other buildings that typically have indoor plumbing.

9 – If the community has a civic association or home owners' association, indicate the name of the association, name of the contact person, and their contact information.

10 – Provide a narrative description of the water or wastewater issue in the community, such as "Of the 12 homes in our community, two have outhouses and six others have sewage coming up in their yards from their drainfields." This is an example only and will vary from community to community.

11 – Indicate the total number of homes and other eligible structures in the community with drinking water service and in which of the three general categories they fall under.

12 – Indicate the number of homes without any source of water anywhere on the property.

13 – Indicate the number of homes without running water inside the home.

14 – Indicate the total number of homes and other eligible structures in the community with wastewater service and in which of the five general categories they fall under.

15 – Indicate the number of homes without working indoor toilets that are currently using privies or outhouses.

16 – Indicate the number of owners of occupied homes and other eligible structures who have signed this application.

17 – Indicate the percentage of the total owners of occupied homes and other eligible structures who have signed this application.

## BASIC INFORMATION

1. Community Name\*:

2. Street/Road Location\*:

3. Community Description\*:

## COMMUNITY APPLICATION COORDINATOR CONTACT INFORMATION

4. Primary Coordinator Name (First and Last)\*:

Address\*:

Phone\*:

E-mail:

Fax:

Back-up Coordinator Name (First and Last):

Address:

Phone:

E-mail:

Fax:

Optional Third Coordinator Name (First and Last):

Address:

Phone:

Email:

Fax:

## ADDITIONAL INFORMATION

5. Service Requested\*: Water    Wastewater    (Please check one or both)

6. Residential Population of Community\*:

7. Number of Homes in the Community\*:

8. Number of Other Eligible Structures in Use \*:

9. Civic Association or Home Owners' Association Name, If Applicable:

Civic Association or HOA Contact Name (First and Last):

Address:

Phone:

Fax:

E-mail:

10. Narrative description of the water or wastewater issue in the community. Use additional paper if needed.)\*:

**In the following section, please provide a numeric value for each of the questions.**

11. Number of homes and other eligible structures in the community with drinking water service\*:

Please indicate how many of those homes and other eligible structures are in the three categories shown below:

Individual Wells*:	Community Water System*:	Other*:
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12. Number of homes without any source of water on the property\*:

13. Number of homes without running water inside the home:

14. Number of homes and other eligible structures in the community with wastewater service (total)\*:

Please indicate how many of those homes and other eligible structures are in the five categories shown below:

Individual Septic Tanks*:	Community Wastewater System*:	Pump-and-Haul*:
Permitted Discharging Systems*:	Other*:	

15. Number of homes without working indoor toilets / currently using privies or outhouses\*:

16. Number of owners of occupied homes and other eligible structures who have signed this application below\*:

17. Percentage of owners of occupied homes and other eligible structures who have signed this application below\*:

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## DATA GATHERING FORM FOR INDIVIDUAL HOMES AND OTHER ELIGIBLE STRUCTURES

Please provide the address, printed name, signature, date of signature, and any of the other information indicated if possible. See explanations below, and use additional sheets as needed.

Please provide the Loudoun County Property Identification Number (PIN), and the page number, where the property is recorded, if known:  
See <http://logis.loudoun.gov/weblogis/>

For the lot size please provide in approximate acres or portions of an acre (e.g., ¼ acre).

For the Current Water Source, please select from the following, and enter the appropriate number in the form:

- 1- Individual well working fine
- 2- Individual well with quality or quantity issues
- 3- Shared well working fine
- 4- Shared well with quality or quantity issues
- 5- Community water system working fine
- 6- Community water system with quality or quantity issues
- 7- No on-site source of water
- 8- Other
- 9- Don't know

For the Current Wastewater Service, please select from the following, and enter the appropriate number in the form:

- 1- Conventional septic system working fine
- 2- Conventional septic system with performance issues
- 3- Alternative onsite system working fine
- 4- Alternative onsite system with performance issues
- 5- Community wastewater treatment system working fine
- 6- Community wastewater treatment system with performance issues
- 7- Alternative onsite discharging system regardless of performance
- 8- Outhouse or portable toilet
- 9- Other
- 10- Don't know

Please provide the age of the water system currently in use (in years):

Please provide the age of the wastewater system currently in use (in years):

Please complete the Data Gathering Form for Individual Homes and Other Eligible Structures to the best of your ability. It is understood that in many cases property addresses, property owner signatures and the date of signature may be the only additional information that is provided.

By signing this form, I attest that I am the owner (or one of the owners) of the property indicated, that the information I have provided is the best available to my knowledge, and that I support this request for Loudoun County assistance with water and/or wastewater issues in my community and pledge my cooperation and assistance with this process.

For an application to be considered on behalf of a community, at least 60% of the total number of property owners within the community must sign this application. (Please attach additional sheets as needed).

Property address	Property Identification Number (PIN)	Owner (Please print and sign name)	Date Signed	Lot Size (acres)	Current Water Source / Age	Current Wastewater Service / Age
					/	/
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