**LEGISLATIVE LAND USE APPLICATION PROCESS**

**Schedule a Pre-Application (PRAP) conference:** Visit loudoun.gov/PRAP-PSUB to request an informal, non-binding PRAP conference with the Department of Planning and Zoning. This is a mandatory meeting for any legislative land use application (rezonings, special exceptions, sign development plans, etc.). You will need to complete the online form and electronically submit the required materials prior to staff scheduling your PRAP conference.

**Timelines are non-binding and based on projected meeting dates. Schedules vary based on the application type. The referral process timeline is partially based on applicant response times. For more information, resources and application procedures, visit loudoun.gov/legislativelanduse or contact us at dpz@loudoun.gov or 703.777.0246.**

**SUBMISSION**

1. **PRAP Conference** (1 month)
   - Provide an overview of your proposal.
   - Staff advises you of the application, forms and materials you will need to submit, issues you many encounter, application fees, and typical process and timeline.

2. **Checklist** (15 days - 1 month)
   1. Submit your official application.
   2. Staff will review and respond in writing, until all required materials are provided in proper form.
   3. You will be notified by email when the application is formally accepted and the fees are processed. The email includes the assigned project manager from the county.

**STAFF REVIEW**

3. **1st Referral** (up to 2 months)
   - Your application is sent to county departments for review.
   - The project manager will email you any comments from the departments.
   - Comments may request more information, plan revisions or steps to bring the application into compliance with county ordinances, plans or policies.

4. **Additional Referrals** (up to 3 months)
   - Provide a revised application addressing comments from 1st referral.
   - The submitted revised application may be sent for a second and/or third review to county departments.
   - Well-prepared applications assist staff in their review and expedite the process.
   - In between referral reviews, you may request to meet with staff to discuss referral comments.

**RECOMMENDATION/DECISION**

5. **Planning Commission**
   - The project manager presents your application at a Planning Commission Public Hearing. You and the public have an opportunity to speak.
   - The Commission will take one of the following actions:
     - Forward your application to the Board of Supervisors with a recommendation of approval or denial.
     - Sends your application to a Commission Work Session for further deliberation or data gathering to assist in making a recommendation.
     - Forward your application to a Transportation and Land Use Committee Meeting for further deliberation or data gathering.
     - Forward your application to a Board Business Meeting for final discussion and action.
     - Moves to vote, final action will be taken to approve or deny the application.

6. **Board of Supervisors**
   - The project manager presents your application at a Board of Supervisors Public Hearing. You and the public have an opportunity to speak.
   - The Board will take one of the following actions:
     - Forward your application to a Transportation and Land Use Committee Meeting for further deliberation or data gathering.
     - Forward your application to a Board Business Meeting for final discussion and action.
     - Moves to vote, final action will be taken to approve or deny the application.