

SUBMITTAL DEADLINE DATES ARE SUBJECT TO CHANGE



**Loudoun County Department of Planning and Zoning
New Procedure for Transmittal of Legislative
Land Use Applications**

Procedures for Legislative Land Use Applications

Procedures for accepting and reviewing land use application materials in advance of **Board of Supervisors (BOS) and Planning Commission (PC)** meetings are intended to ensure that legislative land use applications are complete and available for sufficient review by the public, Supervisors and Planning Commission members in advance of official meetings.

Schedules also allow county staff and applicants adequate review and response time prior to distribution of meeting packets.

When Applications Do Not Meet the Published Schedule

When schedules are not met or amended, materials are received after the meeting packet is distributed, staff reserves the right to recommend that the Board leadership and/or Planning Commission meeting, or when amended materials are received after the meeting packet is distributed, recommend Board action on the application be deferred to a future Board/Planning Commission meeting.

Staff may make exceptions to this procedure for minor revisions to proffers such as notarization, signatures, numbering, pagination, typographical errors, and other such non-substantive changes. Similarly, staff may make exceptions to this procedure for minor revisions to special exception conditions of approval that do not affect the requested use of mitigation of impact.

Online Resources

All resources can be found online, including schedules, forms, and the Board of Supervisors Information Item 1-3 from January 19, 2017, which directed the new procedure.

[Item 1-3 Applicant Procedures for Land Development Items.pdf \(loudoun.gov\)](https://www.loudoun.gov/DocumentCenter/View/11111/Item-1-3-Applicant-Procedures-for-Land-Development-Items.pdf)

PLANNING COMMISSION PUBLIC HEARING		2023 Submittal of Deadlines			
<ul style="list-style-type: none"> New or revised information from the applicant shall be submitted at least one week prior to distribution of the PC packet. “Materials” include electronic copy of Plans, Statement of Justifications, Proffers, etc. Drawings, Plats and CDPs must be “reduced” before transmittal. <p>Important Scheduling Notes: *Due early due to holidays. **Meeting rescheduled</p>	PC PUBLIC HEARING DATE	SUBMITTAL— MATERIALS (NOON)	PUBLIC HEARING PACKET DATE		
		Feb 28, 2023	Jan 13, 2023	Feb 21, 2023	
		Mar 28, 2023	Feb 10, 2023	Mar 21, 2023	
		Apr 25, 2023	Mar 10, 2023	Apr 18, 2023	
		May 23, 2023	Apr 7, 2023	May 16, 2023	
		Jun 27, 2023	May 12, 2023	Jun 20, 2023	
		Jul 25, 2023	Jun 9, 2023	Jul 18, 2023	
		AUGUST BREAK			
		Sep 26, 2023	Aug 11, 2023	Sep 19, 2023	
		Oct 24, 2022	Sep 8, 2023	Oct 17, 2023	
		Nov 28, 2023	Oct 13, 2023	Nov 21, 2023	
		Dec 18, 2023**	Nov 3, 2023	Dec 11, 2023	
		Jan 23, 2024	Dec 8, 2023	Jan 16, 2024	

PLANNING COMMISSION WORK SESSION		2023 Submittal of Deadlines			
<ul style="list-style-type: none"> If you have questions or need assistance, please contact the Department of Planning and Zoning by email: dpz@loudoun.gov or by phone: 703-777-0246. Find detailed information at Planning & Zoning's website. “Materials” include electronic copy of Plans, Statement of Justifications, Proffers, etc. Drawings, Plats and CDPs must be “reduced” before transmittal. <p>Important Scheduling Notes: *Due early due to holidays. **Meeting rescheduled</p>	PC WORKSESSION ONLY DATE	SUBMITTAL— MATERIALS (NOON)	WORK SESSION PACKET DATE		
		Feb 9, 2023	Jan 13, 2023	Feb 2, 2023	
		Mar 9, 2023	Feb 10, 2023	Mar 2, 2023	
		Apr 13, 2023	Mar 17, 2023	Apr 6, 2022	
		May 11, 2023	Apr 14, 2023	May 4, 2023	
		Jun 8, 2023	May 12, 2023	Jun 1, 2023	
		July 13, 2023	Jun 16, 2023	July 6, 2023	
		AUGUST BREAK			
		Sep 14, 2023	Aug 18, 2023	Sep 7, 2023	
		Oct 12, 2023	Sep 15, 2023	Oct 5, 2023	
		Nov 9, 2023	Oct 13, 2023	Nov 2, 2023	
		Dec 14, 2023	Nov 17, 2023	Dec 7, 2023	
		Jan 11, 2024	Dec 15, 2023	Jan 4, 2024	

BOARD OF SUPERVISORS PUBLIC HEARINGS 2023 Submittal of Deadlines

•Application materials to be advertised for a BOS public hearing must be submitted no later than the Friday following the meeting (public hearing or work session) at which the Planning Commission forwarded the application to the Board, and no less than four weeks before a Board meeting packet is distributed.

•Revised proffers, which include responses to County Attorney comments, must be submitted at least two weeks prior to Board packet Distribution

•Final, reviewed and signed proffers must be submitted at least three days prior to Board packet distribution.

Important scheduling Note:
*Due early due to holidays

PUBLIC HEARING	SUBMITTAL-MATERIALS & PROFFERS (COB 5:00 PM)	REVISED APPLICANT RESPONSE (PROFFERS) (COB 5:00PM)	FINAL SUBMISSION (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Feb 15, 2023	Jan 5, 2023	Jan 19, 2023	Jan 30, 2023	Feb 2, 2023
Mar 15, 2023	Feb 2, 2023	Feb 16, 2023	Feb 27, 2023	Mar 2, 2023
Apr 12, 2023	Mar 2, 2023	Mar 16, 2023	Mar 27, 2023	Mar 30, 2023
May 10, 2023	Mar 30, 2023	Apr 13, 2023	Apr 24, 2023	Apr 27, 2023
Jun 14, 2023	May 4, 2023	May 18, 2023	May 26, 2023*	Jun 1, 2023
Jul 12, 2023	Jun 1, 2023	Jun 15, 2023	Jun 26, 2023	Jun 29, 2023
AUGUST BREAK				
Sep 13, 2023	Aug 3, 2023	Aug 17, 2023	Aug 28, 2023	Aug 31, 2023
Oct 11, 2023	Sep 7, 2023	Sep 21, 2023	Oct 2, 2023	Oct 5, 2023
Nov 15, 2023	Oct 5, 2023	Oct 19, 2023	Oct 30, 2023	Nov 2, 2023
Dec 13, 2023	Nov 2, 2023	Nov 16, 2023	Nov 27, 2023	Nov 30, 2023
Jan 17, 2024	Dec 7, 2023	Dec 21, 2023	Dec 29, 2023*	Jan 4, 2024

TRANSPORTATION AND LAND USE (TLUC) 2023 Submittal of Deadlines

•New or revised information from the applicant must be submitted at least two weeks before a Board meeting packet or a TLUC meeting packet distribution.

•Final, reviewed and signed proffers which include responses to County Attorney comments, must be submitted at least three days prior to Board packet for TLUC distribution.

*Due early due to holidays.
“Materials” includes electronic copy and hard copies of Plats, Station of Justification, Proffers, etc. Drawings, Plats and CDPs must be “reduced” before transmittal.

TRANSPORTATION AND LAND USE COMMITTEE	SUBMITTAL— MATERIALS & PROFFERS (COB 5:00 PM)	FINAL SUBMISSION— PROFFERS (COB 5:00 PM)	FINAL ITEMS DUE
Feb 22, 2023	Feb 2, 2023	Feb 13, 2023	Feb 16, 2023
Mar 22, 2023	Mar 2, 2023	Mar 13, 2023	Mar 16, 2023
Apr 19, 2023	Mar 30, 2023	Apr 10, 2023	Apr 13, 2023
May 17, 2023	Apr 27, 2023	May 8, 2023	May 11, 2023
Jun 21, 2023	June 1, 2023	Jun 12, 2023	Jun 15, 2023
Jul 19, 2023	Jun 29, 2023	Jul 10, 2023	Jul 13, 2023
AUGUST BREAK			
Sep 20, 2023	Aug 31, 2023	Sep 11, 2023	Sep 14, 2023
Oct 18, 2023	Sep 28, 2023	Oct 6, 2023*	Oct 12, 2023
Nov 29, 2023**	Nov 2, 2023	Nov 13, 2023	Nov 16, 2023*
Dec 20, 2023	Nov 30, 2023	Dec 11, 2023	Dec 14, 2023
Jan 17, 2024	Dec 28, 2023	Jan 8, 2024	Jan 11, 2024

BOARD OF SUPERVISORS BUSINESS MEETINGS 2023 Submittal of Deadlines

•New or revised information from the applicant must be submitted at least two weeks before a Board meeting packet or a TLUC meeting packet distribution.

•Final, reviewed and signed proffers which include responses to County Attorney comments, must be submitted at least three days prior to

BOS BUSINESS MEETING	SUBMITTAL-MATERIALS & PROFFERS (COB 5:00 PM)	FINAL SUBMISSION (PROFFERS) (COB 5:00 PM)	FINAL ITEMS DUE
Feb 7, 2023	Jan 19, 2023	Jan 30, 2023	Feb 2, 2023
Feb 21, 2023	Feb 2, 2023	Feb 13, 2023	Feb 16, 2023
Mar 7, 2023	Feb 16, 2023	Feb 27, 2023	Mar 2, 2023
Mar 21, 2023	Mar 2, 2023	Mar 13, 2023	Mar 16, 2023
Apr 4, 2023	Mar 16, 2023	Mar 27, 2023	Mar 30, 2023
Apr 18, 2023	Mar 30, 2023	Apr 10, 2023	Apr 13, 2023
May 2, 2023	Apr 13, 2023	Apr 24, 2023	Apr 27, 2023
May 16, 2023	Apr 27, 2023	May 8, 2023	May 11, 2023
Jun 6, 2023	May 18, 2023	May 26, 2023*	Jun 1, 2023
Jun 20, 2023	June 1, 2023	Jun 12, 2023	Jun 15, 2023
Jul 6, 2023**	Jun 15, 2023	Jun 26, 2023	Jun 29, 2023
Jul 18, 2023	Jun 29, 2023	Jul 10, 2023	Jul 13, 2023
AUGUST BREAK			
Sep 5, 2023	Aug 17, 2023	Aug 28, 2023	Aug 31, 2023
Sep 19, 2023	Aug 31, 2023	Sep 11, 2023	Sep 14, 2023
Oct 3, 2023	Sep 14, 2023	Sep 25, 2023	Sep 28, 2023
Oct 17, 2023	Sep 28, 2023	Oct 6, 2023*	Oct 12, 2023
Nov 9, 2023**	Oct 26, 2023	Oct 30, 2023	Nov 2, 2023
Nov 21, 2023**	Nov 2, 2023	Nov 13, 2023	Nov 16, 2023
Dec 5, 2023	Nov 16, 2023	Nov 27, 2023	Nov 30, 2023
Dec 19, 2023	Nov 30, 2023	Dec 11, 2023	Dec 14, 2023
Jan 2, 2024	Dec 14, 2023	Dec 22, 2023*	Dec 28, 2023
Jan 16, 2024	Dec 28, 2023	Jan 8, 2024	Jan 11, 2024

Important Schedule Notes: *Due early due to holidays. **Meeting moved due to holiday.
“Materials” include electronic copy and hard copies of Plans, Statement of Justifications, Proffers, etc. Drawings, Plats and CDPs must be “reduced” before transmittal.
To accommodate the above schedules, applications forwarded from a Board public hearing to a future Board business meeting will be scheduled for the second Board Business meeting of the following month. An exception to this rule may occur for applications that would be scheduled for the second meeting in November.