

TO APPLICANTS OF
ZMAP, ZCPA, ZMOD, AND SPEX APPLICATIONS,
APPEALS AND VARIANCES
PROCESSED UNDER THE 1972 LOUDOUN COUNTY ZONING
ORDINANCE

POSTING OF PROPERTY

At least 15 days in advance of the meeting posters shall be erected on the property proposed to be rezoned. The signs shall be erected by the applicant within 10 feet of whatever boundary line of such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sign not less than two and one-half feet above the ground. *“Such signs shall be kept in proper position, clean and legible at all times. Damaged signs shall be replaced immediately. Special care shall be taken to see that weeds, shrubbery, construction materials, and snow are not allowed to obscure the face of any sign.”* If more than one such road abuts the property, then a sign shall be erected in the same manner as above for each such abutting road. If no public road abuts thereon, then signs shall be erected in the same manner as above on at least two boundaries of the property abutting land not owned by the applicant.

NOTIFICATION OF ADJOINING LANDOWNERS

The applicant shall notify the owners of all abutting property and properties immediately across a street or road from the property affected. Said written notice shall be given at least five (5) days before the hearing and shall be sent by registered or certified mail.

Please include a copy of the vicinity map with the letters to the adjacent property owners.

AFFIDAVIT OF NOTIFICATION

The applicant shall certify in writing that notice was given pursuant to the above before a public hearing may be held on the application, and such certification shall set forth the persons receiving said notice.

Attached for your convenience is a sample affidavit and form letter.

SAMPLE NOTIFICATION LETTER

**FOR LAND USE APPLICATIONS, APPEALS AND VARIANCES
UNDER THE 1972 LOUDOUN COUNTY ZONING ORDINANCE**

Date

Name & Address

To Whom It May Concern:

You are listed in the current real estate tax books of Loudoun County as the owner of a parcel of land [abutting the property] [immediately and diagonally across the road from the property] described as Tax Map _____, Parcel _____, and MCPI # _____. In accordance with the provisions of the Loudoun County Zoning Ordinance, I hereby notify you of a planned public hearing before the Loudoun County Board of Supervisors on [month & day], 20__, at **[time]**, to be held in the Board of Supervisors' Meeting Room, 1st Floor, Government Center, 1 Harrison Street, SE, Leesburg, Virginia, concerning **[application number and name, including name of applicant]**.

This application is for **[application type and brief description of request]**.

The property which is the subject of this application is identified as Loudoun County Tax Map _____, Parcel _____, and MCPI # _____, located at **[complete street address of the property]**.

All members of the public will be heard as to their views pertinent to these matters at the aforementioned public hearing.

If you have any questions, please call me at **[phone]** or **[name of project manager]**, the County's project manager, at 703-777-0246. To view the project file, contact the Loudoun County Department of Building and Development, 703-777-0220 or visit www.loudoun.gov/lola, Loudoun On-Line Land Applications (LOLA) System.

Sincerely,

[Signature]

AFFIDAVIT

**REQUIRED FOR ZMAP, ZCPA, ZMOD AND SPEX APPLICATIONS, APPEALS AND VARIANCES
UNDER THE 1972 LOUDOUN COUNTY ZONING ORDINANCE**

REGARDING NOTIFICATION REQUIREMENTS FOR (case number & name) located on Loudoun County Tax Map Parcel (s), and MCPI #(s): _____

STATE OF VIRGINIA
COUNTY OF LOUDOUN, to-wit:

I, _____, the undersigned, being first duly sworn, do hereby depose and certify as follows:

That in accordance with Section 1207 of the Loudoun County Zoning Ordinance and Virginia Code Section 15.2-2204, the abutting property owners listed on the attached sheet were notified of the _____ (month & day), (year), public hearing before the [Board of Supervisors][Planning Commission], to be held at _____ (place: usually 1 Harrison Street, S.E., Leesburg, Virginia), at _____ p.m.

That a sample notification letter and list of the names of abutting land owners and occupants is attached.

That said notification was mailed from the _____ (name of Post Office), on _____ (date) by _____ (first class/certified) _____ mail.

That pursuant to Section 1207 et. seq. of the Loudoun County Ordinance, signs furnished by the County, indicating the date, time and place of the public hearing before the Loudoun County [Board of Supervisors][Planning Commission][Board of Zoning Appeals] were placed within 10 feet of the boundary line of the subject real property abutting each of the public roads along the boundaries of the above-identified property, and that said signs, when erected, were clearly visible from the said roads with the bottom of the signs being not less than two and one-half feet above the ground.

That this posting was accomplished on _____ (month & day), _____ (year).

That pursuant to Section 1207.3 of the Loudoun County Zoning Ordinance, said signs were maintained up to the time of the public hearing.

Applicant's Signature

Continued

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Subscribed and sworn to before me this _____ day of _____, _____.

My Commission Expires:

Notary Public