

Apply for Plan

To get started, go to loudoun.gov/landmarc and select Access LandMARC.

STEP 1

Log in to Self-Service Public Portal

Sign in to community access services.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Keep me signed in

Next

STEP 2

Select the APPLY tile

Loudoun County
LandMARC

Good Morning, [User Name]

Home Dashboard Apply Report Today's Inspections Map Pay Invoice My Work Search Resources Calendar

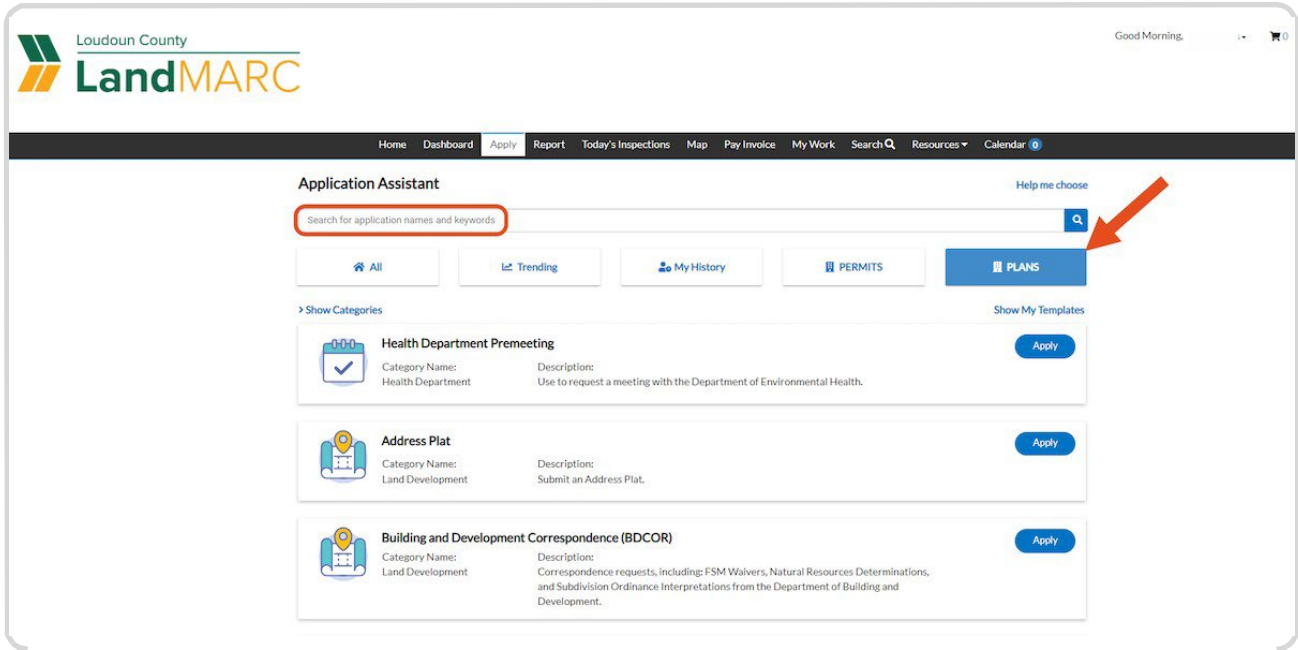
Loudoun County LandMARC

- Apply**
Apply for a permit or plan (login required).
- Pay Invoice**
Pay invoices for permit and plan fees. Credit/debit and accepted.
- Request Inspection**
Request an inspection on an existing case (login required).
- Help and How-To Guides**
Find user manuals and how-to videos for using LandMARC.
- Search Public Records**
Search for existing permits, plans, inspections, code cases, requests and licenses.
- My Account**
Click here to access your account information.

STEP 3

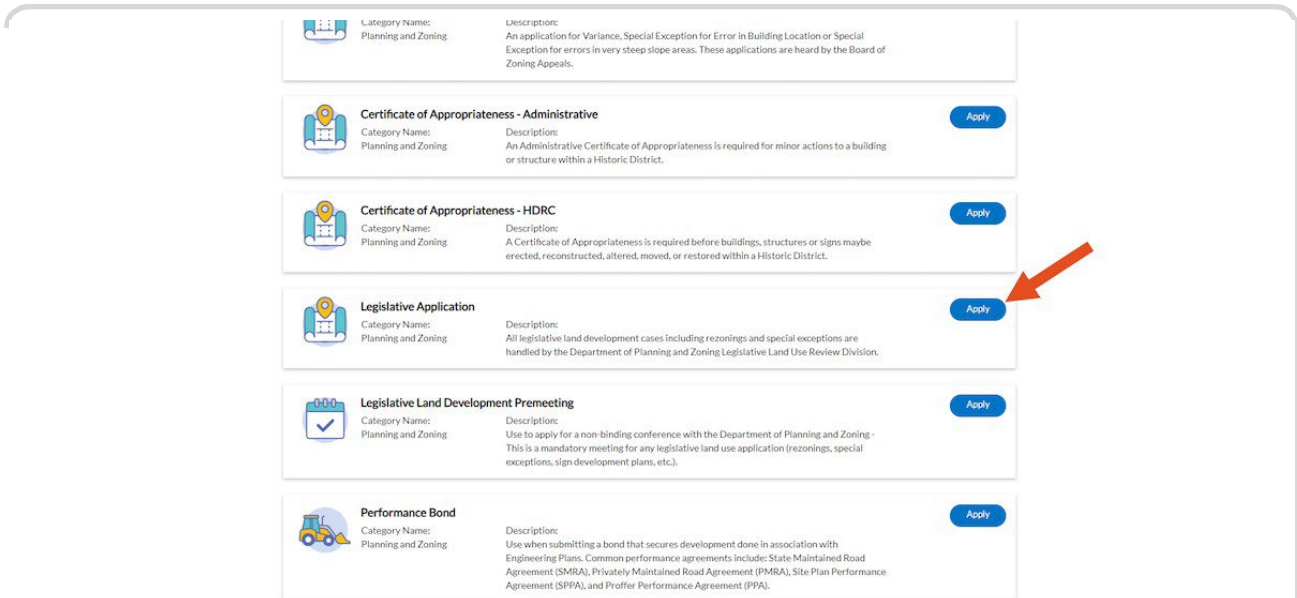
Select the PLANS button

Keywords or plan names can be used to search for the plan you want.



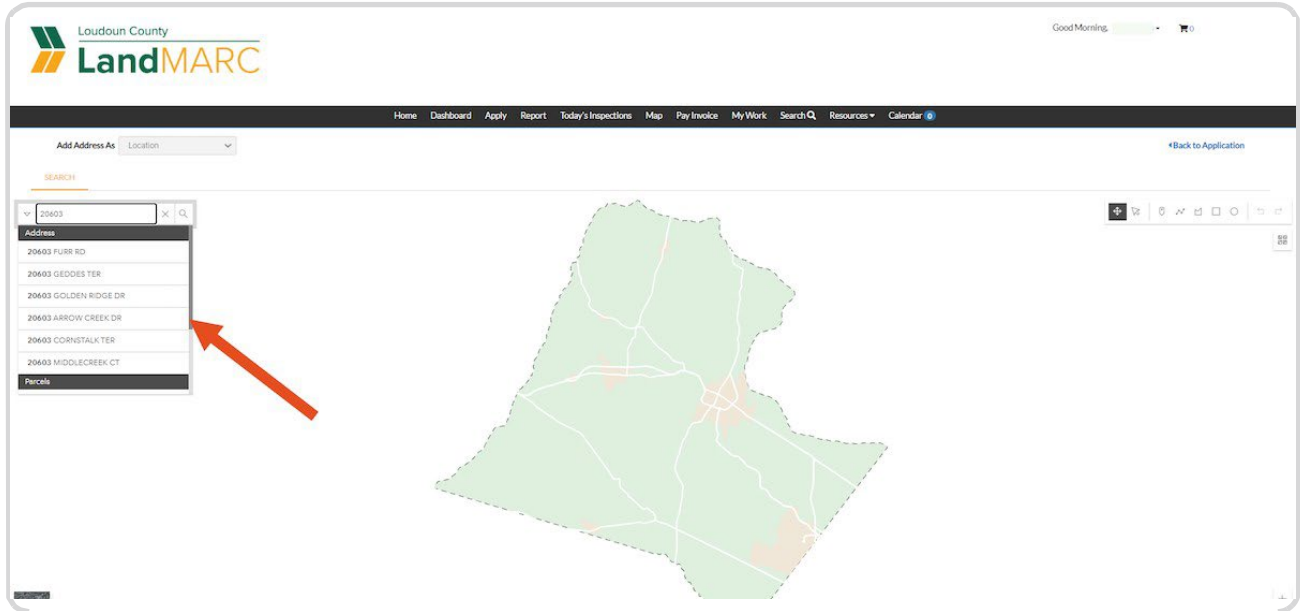
STEP 4

Select APPLY next to the type of plan you want



STEP 5

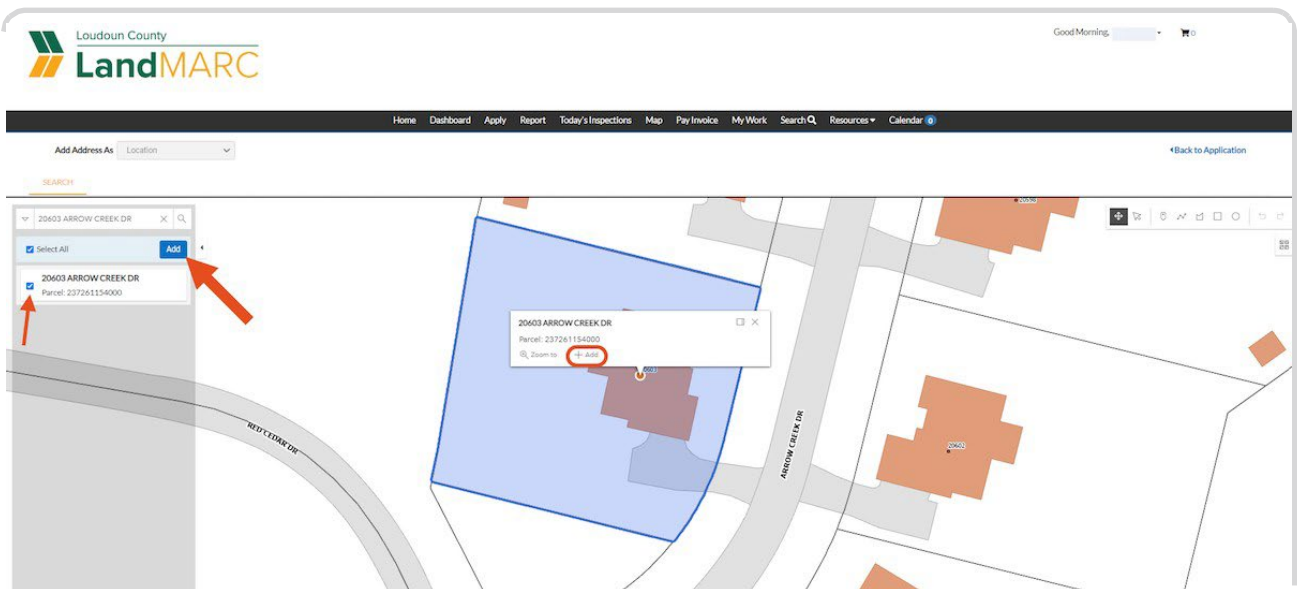
Type and select the address for the location of your plan



STEP 6

Select the ADD button to add the selected address, and select NEXT

Note: You can also select the PLUS SIGN and ADD button on the map to add the address



STEP 7

Add a brief description and select NEXT

Loudoun County
LandMARC

Home Dashboard Apply Report Today's Inspections Map Pay Invoice My Work Search Resources Calendar

Apply for Plan - Legislative Application **REQUIRED**

1 Locations 2 **Type** 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

PLAN DETAILS

All materials must be included at the time of the application submission, or the application review will be delayed. Refer to the checklists for materials required with each application.

For additional information please visit the [Legislative Land Use Review](#) page, email [Planning & Zoning](#), or call 703-777-0246, option #5, Monday - Friday, 8:30 a.m. - 5:00 p.m.

* Plan Type: Legislative Application

* Description:

Back Create Template Save Draft **Next**

STEP 8

Add required contacts

Home Dashboard Apply Report Today's Inspections Map Pay Invoice My Work Search Resources Calendar

Apply for Plan - Legislative Application **REQUIRED**

1 Locations 2 Type 3 **Contacts** 4 More Info 5 Attachments 6 Signature 7 Review and Submit

CONTACTS

Please provide property owner, applicant and representative information.

Applicant

(You)

, Dumfries, VA
, 22025

Owner
Add Contact
+
REQUIRED

Representative/Authorized Agent
Add Contact
+
REQUIRED

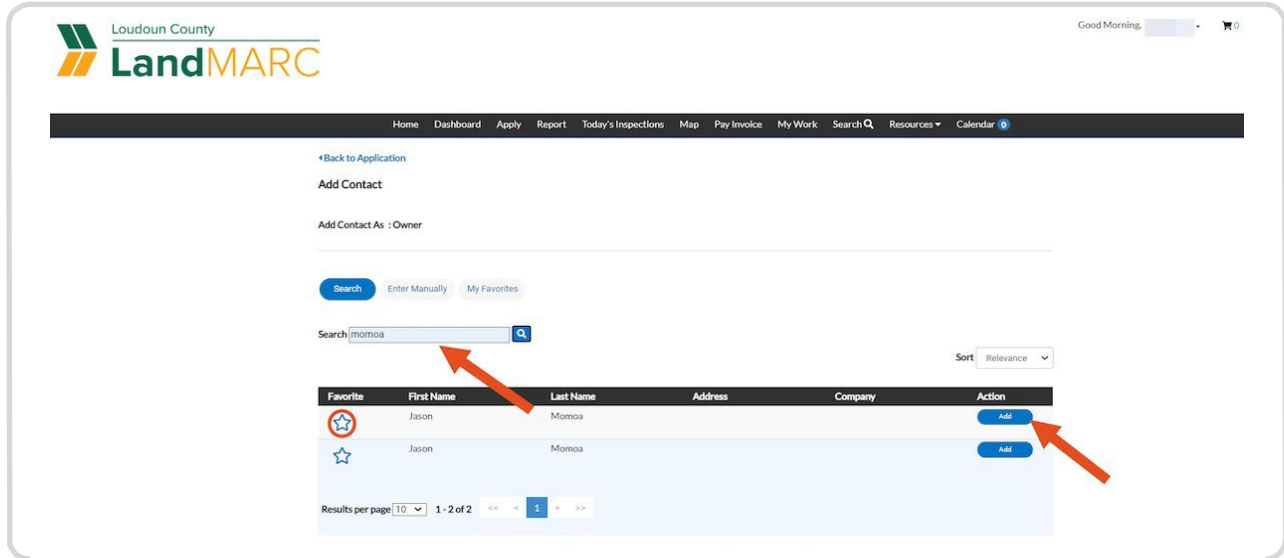
Select Type
Add Contact
+

Back Create Template Save Draft **Next**

STEP 9

Search for previously entered contacts, select ADD, then select NEXT

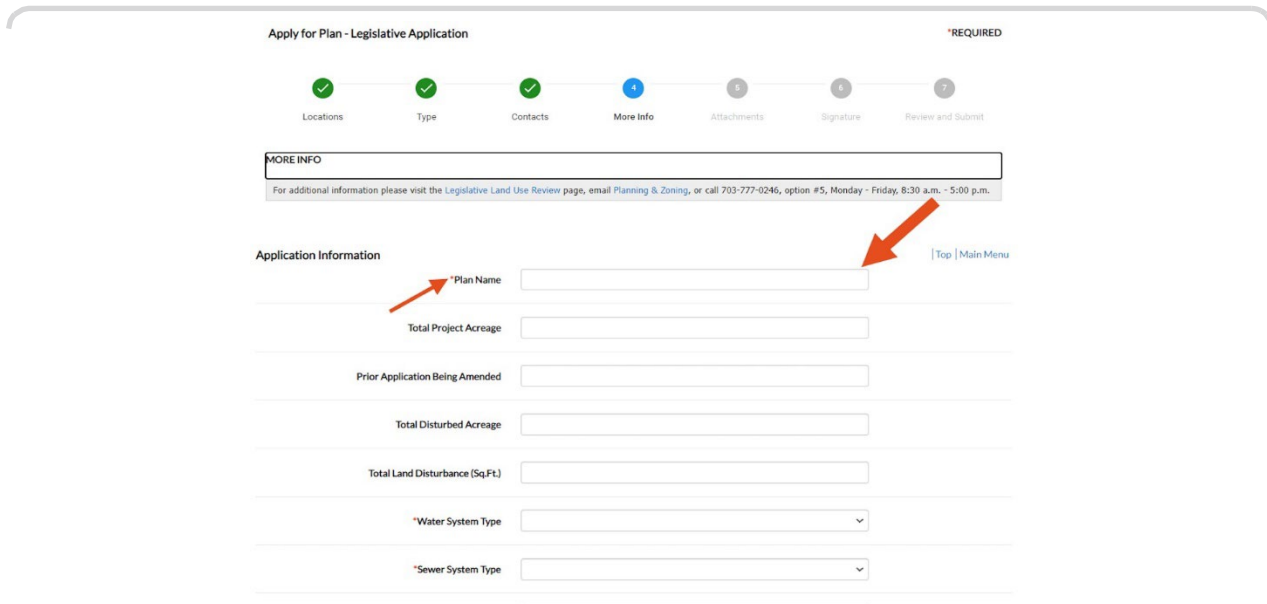
Make a contact a Favorite by selecting the STAR next to the contact's name.



STEP 10

Enter required data, and select NEXT

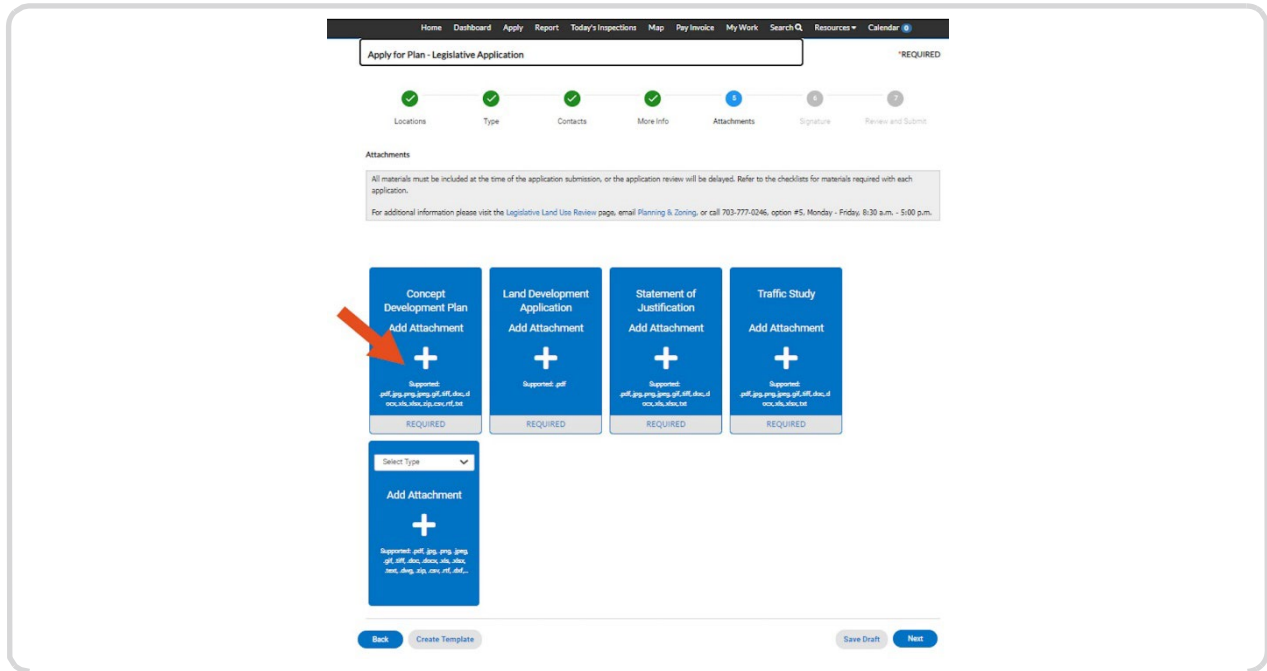
Note: Required data is indicated by an asterisk.



STEP 11

Add attachments

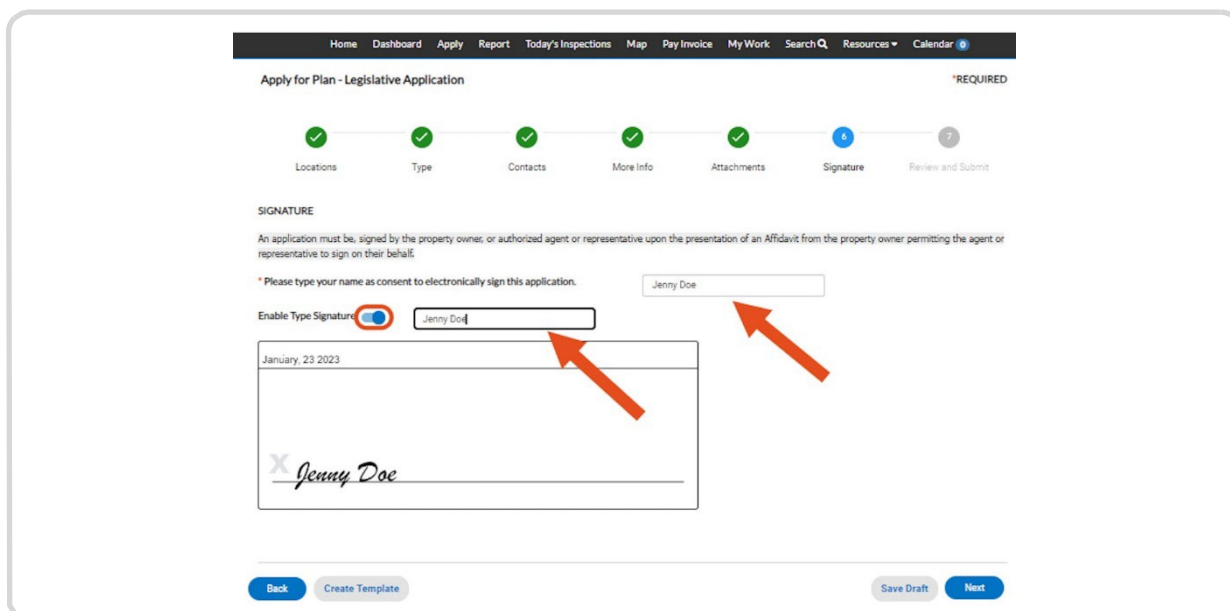
You can add attachments by searching your computer and uploading the file. You can also drag and drop the file you want to add.



STEP 12

Type name to agree to electronically sign the application

Sign using the mouse or enable typing signature.



STEP 13

Review your plan application and select SUBMIT

Apply for Plan - Legislative Application *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Submit

Locations

Location	20403 ARROW CREEK R DR, LEESBURG, VA 20175
Parcel Number	237261154000

Basic Info

Type	Legislative Application
Description	Test
Applied Date	01/23/2023

Contacts

Applicant	, Dumfries, VA, 22025
Owner	Jason Momoa
Representative/Authorized Agent	Thor Godofthunder

More Info

Application Information

STEP 14

A screen will confirm successful submission

Select CONTINUE TO PLAN to view your plan application and status on your Dashboard.

Loudoun County
LandMARC

Good Afternoon, [User Name]

Home Dashboard Apply Report Today's Inspections Map Pay Invoice My Work Search Resources Calendar

✔ Your application was successfully submitted!

Your application has been successfully submitted for review.

Continue to plan