



## Loudoun County, Virginia

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Department of Building and Development

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# Technical and Procedural Newsletter

August 15, 2018

**TO:** Members of the Land Development and Engineering Design Community

**FROM:** Michael Seigfried, Director, Department of Building and Development &  
Kenny Young, Acting Director, Department of Planning and Zoning

*The purpose of this correspondence is to inform the Land Development and Engineering Design Community of recent technical and procedural updates. Please distribute this information to applicable personnel within your organization.*

**IN THIS EDITION: Pre-Application (PRAP) Conference, Site Plan Pre-Submission (PSUB) Meeting, and Subdivision or Boundary Line Adjustment PSUB Meeting Procedural Changes**

### BACKGROUND:

Section 6-1203 of the Revised 1993 Loudoun County Zoning Ordinance requires a mandatory PRAP conference prior to submitting an application to the Department of Planning and Zoning.

Section 8.000 of the Loudoun County Facilities Standards Manual provides for optional PSUB meetings prior to submitting an application to the Department of Building and Development.

The Department of Planning and Zoning and Department of Building and Development are implementing procedural changes to streamline the application process and facilitate the electronic submission of documents for PRAP conferences and PSUB meetings.

### DISCUSSION:

Loudoun County has developed an online form to facilitate electronic submission of PRAP conference applications and PSUB meeting applications. This new electronic form will replace paper submissions effective August 31, 2018.

The online form provides a menu allowing the user to select one of three options:

- Apply for a Pre-Application (PRAP) Conference
- Apply for a Site Plan Pre-Submission (PSUB) Meeting
- Apply for a Subdivision or Boundary Line Adjustment Pre-Submission (PSUB) Meeting

## Department of Planning and Zoning

Applicants are currently required to submit the following information to the Department of Planning and Zoning for PRAP conferences:

- Completed Request for Formal Pre-Application Conference Form (8 copies);
- Sketch map of the site (7 copies);
- Description of proposed project or use (7 copies);
- Description of existing environmental, topographical, and structural features on the site (7 copies);
- Graphics illustrating the scale, location, and design of any buildings or structures (7 copies); and
- A list of issues to be discussed at the conference (7 copies)

To submit a PRAP conference request, applicants will complete the Request for Formal Pre-Application Conference Form electronically and upload the same supporting materials listed above. The submission materials remain the same; the only change is that the applicant will submit the materials electronically instead of submitting paper copies in person or by mail.

## Department of Building and Development

Applicants are currently required to submit a Checklist for PSUB meetings to the Department of Building and Development to demonstrate that the following information is being provided:

- Completed Pre-submission Meeting Request (3 copies);
- Narrative describing the proposed project (3 copies);
- Development Sketch Plan (3 copies); and
- Existing Conditions Plat (3 copies)
- 5 copies of the above-referenced items are required to be submitted for subdivision plans.

To submit a PSUB meeting request, applicants will be required to upload the Narrative and Sketch Plan electronically in conjunction with the online form. As the Existing Conditions Plat is developed using information from the Loudoun County Geographic Information System, staff will compile this information and prepare maps to facilitate the PSUB meeting. As a result of these changes, the Checklist and Existing Conditions Plat information will no longer be required. However, applicants may continue to depict existing conditions on the Sketch Plan. The online form also contains a link to allow applicants to submit any related questions. The Subdivision Pre-Application (SBPA) process is also being consolidated into the new Subdivision or Boundary Line Adjustment PSUB process.

In order to facilitate these process changes, **as of August 31, 2018, all applications for mandatory PRAP meetings and optional PSUB meetings shall be submitted using the online form located at the following link – [www.loudoun.gov/PRAP-PSUB](http://www.loudoun.gov/PRAP-PSUB).**

Please direct questions or comments regarding the changes to:

- PRAP conference process – Planning and Zoning Service Center, (703) 777-0246 or [dpz@loudoun.gov](mailto:dpz@loudoun.gov).
- Site Plan PSUB meeting process – Land Development Engineering, Hector Martinez, (703) 771-5321 or [Hector.E.Martinez@loudoun.gov](mailto:Hector.E.Martinez@loudoun.gov) or Laura Edmonds, (703) 737-8923 or [Laura.Edmonds@loudoun.gov](mailto:Laura.Edmonds@loudoun.gov).
- Subdivision and Boundary Line PSUB meeting process – Land Development Planning, Eric Jewell, (703) 777-0538 or [Eric.Jewell@loudoun.gov](mailto:Eric.Jewell@loudoun.gov).