



Loudoun County, Virginia

Department of Building and Development

Land Engineering Division

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Technical and Procedural Newsletter

May 8, 2019

TO: Members of the Land Development and Engineering Design Community

FROM: Michael D. Seigfried, Director

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

IN THIS EDITION: *Section 4 of October 15, 2012 Tech Memo hereby rescinded; new Minor Amendments to previously approved STPL and CPAP plans introduced.*

Background:

In the October 15, 2012 Technical Procedural Newsletter (“Tech Memo”), the Director temporarily waived requirements associated with previously approved STPL and CPAP plans. This temporary policy has been re-evaluated and effective July 1, 2019 requirements contained in Section 8.110 (Site Plan Amendments) and Section 8.112 (Individual Lot Grading Plans) of the Facilities Standards Manual (FSM) shall be administered verbatim as the sole means to adjust plans. The procedures that may be used to submit amendments to plans after the effective date are as follows:

Minor Amendments to previously approved STPL and CPAP plans.

- a. CPAR may modify previously approved CPAP plans to any extent.
- b. Site Plan Amendments (SPAM) may modify previously approved Site Plans (STPL) as follows:
 - (1) By up to 5,000 square feet or 75 percent of the gross building area, whichever is less; or
 - (2) By up to 10,000 square feet or 25 percent of proposed additional disturbed area, whichever is less; and

- (3) Where the proposed revision will not trigger new commercial entrance(s), changes to existing commercial entrance(s), or other significant traffic impacts requiring VDOT coordination, nor such changes that would require coordination by the County with any other external (i.e. non-County) agency.
- c. Record Drawings (“As-Builts”) may continue to reflect minor changes resulting from routine deviations in construction practices and site conditions. Any risk involved in this strategy is assumed by the applicant.
- d. Individual Lot Grading Plans (formerly called “Overlot Grading Permits) may only be used for changes to residential lots of one acre or less, and may not be used for non-residential structures, accessories or development.

All applicants should note that the effect of these policies will be that any change that is nonresidential in nature and more significant than those deviations reflected on As-Builts would trigger either a SPAM or STPL application as outlined above.

APPLICABLE STANDARDS:

Loudoun County Facilities Standards Manual, Chapter 8, Section 8.110 and 8.112.