



Department of Planning & Zoning
(703) 771-2765

PRE-APPLICATION CONFERENCE REQUEST FORM

A pre-application conference is required in the case of Zoning Map Amendments (including Proffer Amendments and Concept Plan Amendments), Special Exception Applications and Town Plan Amendments. The purpose of the pre-application conference is to inform an applicant of review procedures, submittal requirements, development standards, and other pertinent matters before the applicant finalizes the development proposal. **Staff comments presented during a pre-application conference are informational only and do not present a commitment on behalf of the town regarding the acceptability of the development proposal.**

In order to request a pre-application conference, please fill out the information below and **submit to the Deputy Director, Department of Planning & Zoning at Town Hall, 25 W. Market Street, Leesburg 20176.** Pre-application meetings are held every Tuesday between 2 and 4 PM on a first-come, first-served basis. **Applications must be received by no later than Friday at 5 PM to be placed on the next available meeting agenda.** Space on the agenda is limited. In cases when the meeting agenda is full, some meetings may be placed on the next available agenda.

Date: _____

Subject Property Address: _____

Contact Person: _____

Phone # () _____ Fax # () _____

Address _____ City, State, Zip _____

Email _____

Applicant Name: _____

Property Owner; if different: _____

Nature of the Request: _____

Current Zoning District: _____ Land Use Map Category: _____

Board of Architectural Review required: Yes No

For Staff Use Only:

Date Received	Meeting Date

