

LOUDOUN COUNTY ONLINE TOOLS OVERVIEW

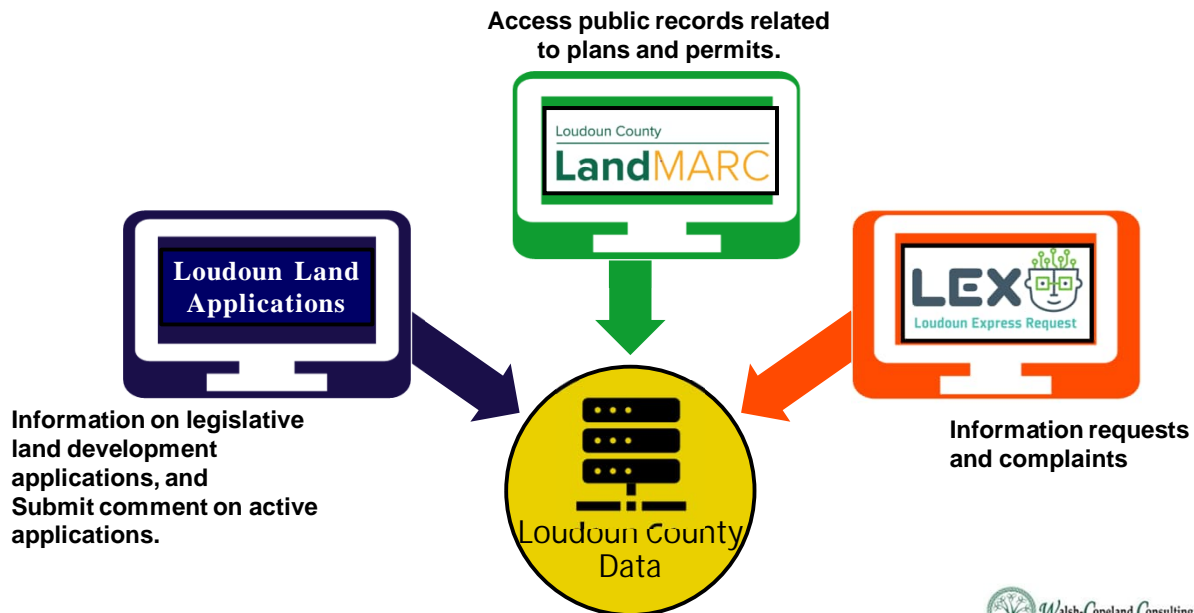


August 29, 2023

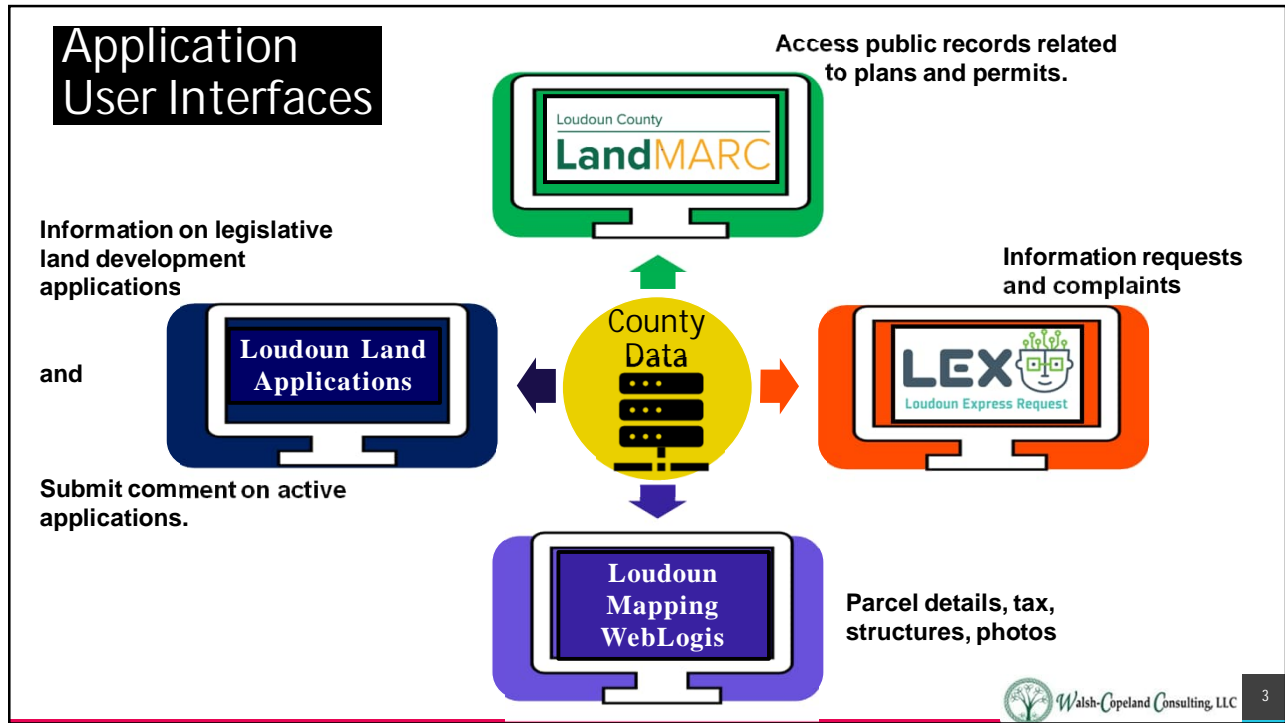


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Applications (User Interfaces) to Loudoun County Data




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LOUDOUN ONLINE TOOLS




- [Access LandMARC](#)
- Access public records related to plans and permits.

Difference between Plan and Permit

- **Plan Examples**
 - Premeetings
 - Plats
 - Engineering and Site Plans
 - Legislative Applications
 - Correspondence Requests
 - Floodplain Alterations/Studies
 - Bonds
- **Permit Examples**
 - Zoning permits and Sign
 - Special Events
 - Fire Marshal's Office
 - Grading & Stormwater Management
 - Well and Septic
 - Building and Trades
 - Solid Waste Management

Loudoun Land Applications & COMMENTS (New LOLA)

- [Access Loudoun Land Applications](#)
- Provides access to information regarding legislative land development applications
- Provides the ability to submit a comment on active applications.
- **Submitted Comments are Public Record.** Comments submitted online for a specific application become part of the public record are included in the public file and digitally archived within land management system (LandMARC)
- User should not expect a response.
- [How to search and navigate the land applications tool \(PDF\)](#)



ZONING COMPLAINTS

- [Access LEX homepage](#)
- The information you submit through this form is public and may be subject to disclosure through the Freedom of Information Act.
- You may elect to keep all identifying information held confidential by indicating this on the online form.
- By submitting this form, you are attesting to the validity of this report and acknowledge your willingness to appear in court as a witness against the alleged violator of the Loudoun County Zoning Ordinance.

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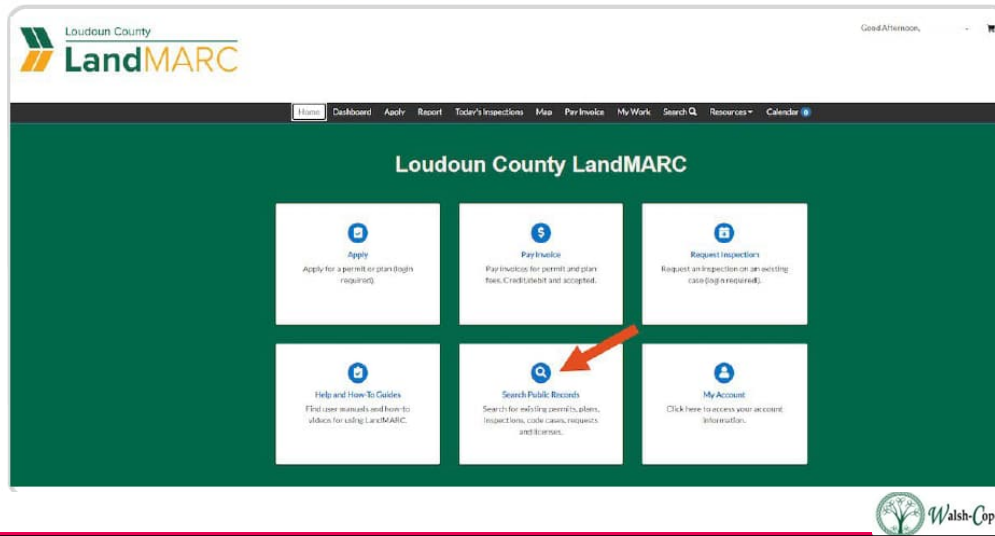
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TOOL #1 Land MARC -- HOW TO USE SEARCH

STEP 1

Go to www.Loudoun.gov/LandMARC

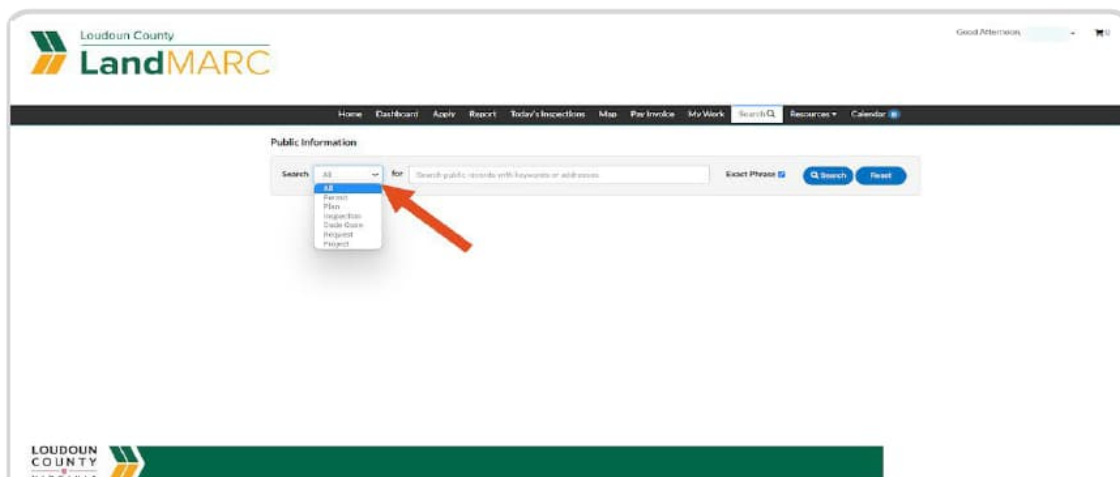
Select the SEARCH PUBLIC RECORDS tile



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STEP 2

Search ALL in the drop-down menu or use the drop-down menu to narrow the search.



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STEP 3

Enter the search criteria (e.g., address, permit/plan number, keyword) and select **SEARCH**

Exact Phrase box can be checked or unchecked to assist searching.

The screenshot shows the LandMARC search interface. At the top, there is a navigation bar with links for Home, Dashboard, Apply, Report, Today's Inspections, Map, Pay Invoice, My Work, Search, Resources, and Calendar. Below this is the 'Public Information' section, which contains a search bar with a dropdown menu set to 'Permit'. The search bar has a placeholder text 'Search public records with keywords or address'. To the right of the search bar is a red 'Exact Phrase' checkbox, which is currently checked. Next to it are buttons for 'Q Search', 'Advanced', and 'Reset'. Two red arrows point to the 'Exact Phrase' checkbox and the 'Q Search' button.

[Permit and Plan Name Cross Reference \(pdf\)](#). Codes to use for searches



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STEP 3A

If you select a category, you can select **ADVANCED** to add information to narrow your search further.

The screenshot shows the LandMARC search interface with the 'Advanced' search options expanded. The search bar is set to 'Permit'. The 'Advanced' button is highlighted with a red arrow. The advanced search form includes the following fields:

- Permit Number:
- Permit Type:
- Status:
- Address:
- Applied Date: To
- Issued Date: To
- Expiration Date: To
- Finalized Date: To
- Project Name:
- Parcel Number:
- Description:



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USE ADVANCED SEARCH – New Ways to Search

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Q Resources v

Public Information Loudoun County LandMARC

Search Plan

Plan Number 2014

Plan Type Zoning Ordinance Amendment - Zoning Ord

Status --Select Plan Status--

Address Search Addresses

Applied Date

Completion Date

Expiration Date

Project Name

Parcel Number

Description

To

To

To

Search Advanced Reset Export

TIPS

- Try CODE-YEAR for general Plan Number search
- Narrow Plan Type for search
- Use google or Loudoun Mapping for Address
- Try partial name for Project Name
- Use Loudoun Mapping for Parcel Number/PIN (vacant land)

STEP 4

Select the desired record from the search results



Found 516 results

Sort Relevance

Next | Top | Paging Options | Main Menu

<p>Permit Number G10480220101</p> <p>Type Gas - Commercial Alteration</p> <p>Project Name</p> <p>Status Finalized</p> <p>Main Parcel 153186338000</p> <p>Address 42755 CREEK VIEW PLZ Unit: 100 ASHBURN VA 20147</p> <p>Description TENANT FIT UP</p>	<p>Applied Date 04/04/2022</p> <p>Issued Date 04/12/2022</p> <p>Expiration Date</p> <p>Finalized Date 06/05/2022</p>
<p>Previous Next Top Paging Options Main Menu</p> <p>Permit Number Z90361900101</p> <p>Type Zoning (Commercial) - Occupancy Only</p> <p>Project Name</p> <p>Status Issued</p> <p>Main Parcel 153186338000</p> <p>Address 42041 CREEK VIEW PLZ Unit: 110 ASHBURN VA 20147</p> <p>Description OCCUPANCY ONLY</p>	<p>Applied Date 09/19/2019</p> <p>Issued Date 09/23/2019</p> <p>Expiration Date</p> <p>Finalized Date</p>
<p>Previous Next Top Paging Options Main Menu</p> <p>Permit Number O10220000101</p> <p>Type Certificate of Occupancy - Commercial</p> <p>Project Name</p> <p>Status Expired</p> <p>Main Parcel 153186338000</p> <p>Address 42760 CREEK VIEW PLZ Unit: 100 ASHBURN VA 20147</p> <p>Description TENANT FIT UP</p>	<p>Applied Date 09/29/2011</p> <p>Issued Date</p> <p>Expiration Date 09/05/2019</p> <p>Finalized Date</p>
<p>Previous Next Top Paging Options Main Menu</p> <p>Permit Number O80315100101</p> <p>Type Certificate of Occupancy - Commercial</p> <p>Project Name</p> <p>Status Issued</p>	<p>Applied Date 06/03/2022</p> <p>Issued Date 06/03/2022</p> <p>Expiration Date</p> <p>Finalized Date</p>

DETAILS PAGE

Plan Number: SPEX-2022-0039

Type: Special Exception - SCASE Status: In Review Project Name:

Applied Date: 08/26/2022 Expiration Date:

District: Catocin Assigned To: Oestenstad, Grace Completion Date:

Description: 3 DOG FARM - A Special Exception to establish a kennel in the AR-1 zoning district.

Summary Locations Fees **Attachments** Sub-Records More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments

Sort: Needs Action

Attachment: B&D_REF1_12-16-2022.pdf Attachment: CHECKLIST REJECT LETTER 8-31-2022.pdf Attachment: DTCL_REF1_12-21-2022.pdf Attachment: GS_REF1_12-6-2022.pdf

Uploaded: 01/03/2023 Uploaded: 11/21/2022 Uploaded: 01/03/2023 Uploaded: 01/03/2023

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More functionality with a Registered User Account

Primarily quick links to County webpages or apps. (Under "help me choose")

Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Search Resources

click on the option that best fits your needs.

I Want to Pull Permits!
Apply for All Types of Permits Within the County
Building Permits, Well & Septic Permits, Fire Permits, Etc.

Land Development
Subdivisions, Boundary Line Adjustments, Etc.
Land Development Process Overview

Engineering Applications
Site Plans, Construction Plans, Etc.
Choose for Engineering Applications

Natural Resources
Floodplains, Soils, Etc.
Virginia Stormwater Management Program (VSGMP)

Land Disturbance (Grading)
Disturbing an area greater than 5,000 square feet?
Developing in Steep Slopes, Mountainside or Limestone?

Agricultural (AG) Districts
Information Agricultural & Forestal Districts
Learn About, Applying, Renewing, & Withdrawing from AG Districts


Legislative Land Use Review
Rezoning, Special Exceptions, Etc.
Cases That Go to Public Hearing

Zoning Complaints
Learn About and Report Zoning Violations

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TOOL #2



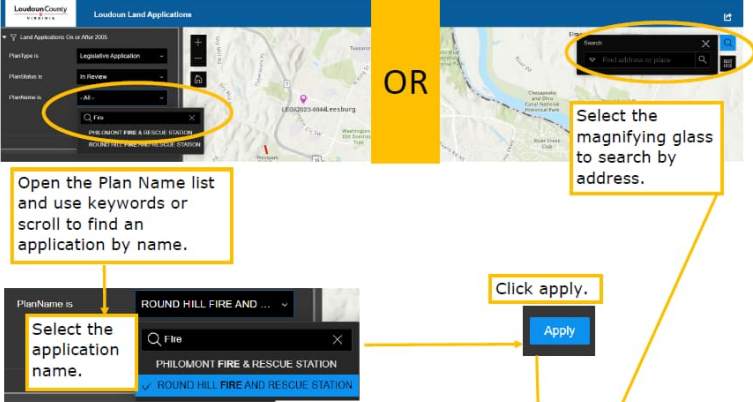
Loudoun Land Applications

LOUDOUN COUNTY VIRGINIA


How to Use the Land Application Tool

View applications and submit comments

- “LOLA” link now being used to access the “Land Application Tool” to View applications and submit comments
- ACCESS: <https://www.loudoun.gov/1078/Land-Applications-and-Comments>
- MAP VIEW of land applications. Select by type.
- Link to LandMARC for more information (attachments)




OR

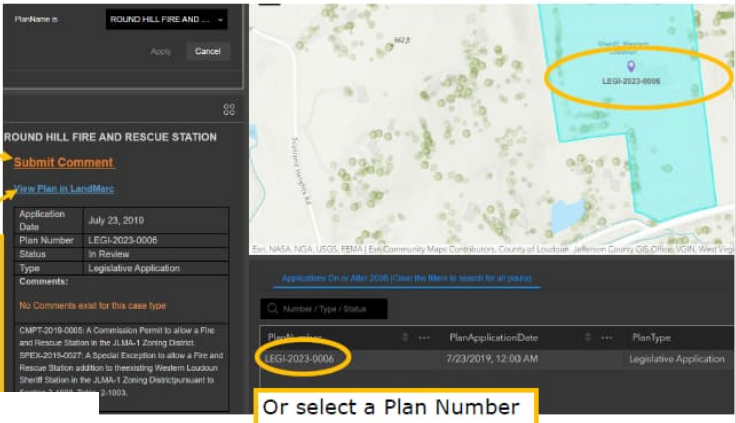

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HOW TO SUBMIT COMMENTS



Loudoun Land Applications



- View/zoom on map to parcel
- Click on map icon to access plan/type
- View overview
- Submit comments – LEGISLATIVE, BZA, Appeals, ZOAMS only
- Direct link to LandMARC for details and documents


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Online comments form
(only available for
Legislative applications,
Board of Zoning Appeals,
Zoning Ordinance Amendments)

Purpose:
Allow Staff to better manage and
report user/citizen comments

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Submit a comment.

Click to open LandMARC and view details and documents.

Or select a Plan Number in the table.

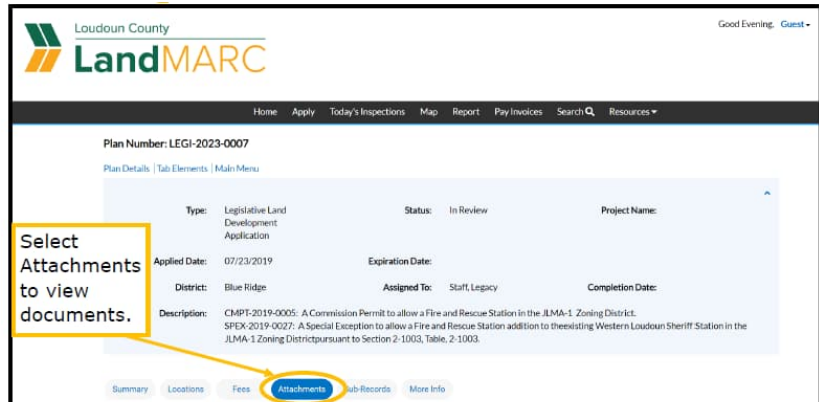
Select Attachments to view documents.

Documents accessible via "Attachments" button

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HOW TO SUBMIT COMMENTS FOR OTHER PLANS, PERMITS, OR PROJECTS



- Access Land Applications (MAP VIEW)
- If no COMMENTS link exists, then Access LandMARC details
 - Select "View Plan in LandMARC" link
 - Application summary will show name of "ASSIGNED TO" Staff contact
 - Comments should be sent to that staff member (confirm email via "google")
 - AND to Building & Development email (BAD@Loudoun.gov).
 - Send "cc's" to other contacts or groups as necessary

COMMENTS: Land Application to LandMARC

- All plans (not permits) created on or after 2005 are viewable through the LLA tool and LandMARC
 - You can find an application by using the filter (e.g., "Plat" – which is the plan type that SBPL is under.)
 - After applying the filter, you can then use the map to find the application based on area – or navigate the list/table of applications to find the application number.
- You cannot comment on all applications online via LLA
 - The only applications that contain the online comment feature are applications that go before the Board of Supervisors. In LLA, it is tied to only the following plan types:
 - Appeal, Board of Zoning Appeals, Zoning Ordinance Amendment, Legislative Application.
 - In this tool (as was LOLA), the comments become part of the package of information in the item that is presented to the Board of Supervisors or Planning Commission for action.
 - Note: LOLA did not collect online comments for applications that are approved administratively (such as SBPLs).
- If you would like to comment on an application that does not accept online comments
 - The best way to do that is to email the Project Manager (listed in the Plan Details in LandMARC). Tip – use google search with quotation marks to confirm staff email (e.g., "firstname.lastname@loudoun.gov")
 - Also send email to Building and Development: bad@loudoun.gov
 - Alternatively, you could mail or drop off the comments to the Government Center.

HOW TO SORT, SELECT ATTACHMENTS

- Access LandMARC Attachments for a Plan or Permit Applications
- Select the SORT (TIP – Creation Date)
- If all the file names look the same then “hover” your mouse over the blue hyperlink to see the full file name.

Attachments | Next Tab | Plan Details | Main Menu

Attachments

Sort: Creation Date Needs Action File Name Category Creation Date

Attachment Eric E Zicht PE L.S. Zicht & Associates, PLC-Kentwood Uploaded: 07/18/2023	Attachment Eric E Zicht PE L.S. Zicht & Associates, PLC-Bluebeam Uploaded: 07/18/2023	Attachment Application Checklist (Plan) (Loudoun County).pdf Uploaded: 08/23/2023 Notes: Attached via automation	Attachment 20230804 SBPL-2023-0001 KENTWOOD FARM 1st Sub Min Uploaded: 08/24/2023
Attachment 20230804 SBPL-2023-0001 KENTWOOD FARM 1st Sub Uploaded: 08/24/2023	Attachment 20230803 SBPL-2023-0001 Acceptance Letter.pdf Uploaded: 08/24/2023	Attachment 20230804 SBPL-2023-0001 KENTWOOD FARM 1st Sub Uploaded: 08/24/2023	Attachment 20230804 SBPL-2023-0001 KENTWOOD FARM 1st Sub Uploaded: 08/24/2023

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CASE STUDY – WHAT WOULD YOU DO?

LoCoBuildignDevPreliminaryPlatKentwoodFarm_

Aug 2, 2023 Updated Aug 2, 2023

[Download PDF](#)


SBPL-2023-0001 Kentwood Farm

Mr. Jeffrey C. Snieder of Carrington Builders LC of Leesburg, VA is requesting a preliminary plat of subdivision approval to subdivide approximately one (183.7) acres into twelve (12) residential lots, two (2) open space lots, and accompanying easements. The property is bounded by Fiddlers Green Lane to the north, Welbourne Road (Route 743) to the south, Quakers Lane (Route 630) to the east, and Willisville Road (Route 623) to the west. The property is zoned Residential – Agricultural Residential (AR- 2), and Floodplain Overlay District under the provisions of the Revised 1993 Loudoun County Zoning Ordinance. The property is more particularly described as Parcel Identification Number 640-19-3255-000 and 641-38-7964-000 in the 2011 Blue Ridge Election District and the 2022 Little River Election District.

Complete copies of the above referenced application(s) are also available for public review at the Loudoun County Department of Building and Development, Land Development File Room, 1 Harrison Street, SE, 2nd Floor, Leesburg, Virginia, between the hours of 8:30 a.m. and 5:00 p.m. Please forward any comments or questions to the project manager, Suzanne Brady at Suzanna.brady@loudoun.gov or you may mail them to the Department of Building and Development 1 Harrison Street, SE, 2nd Floor, Leesburg, Virginia by September 7, 2023. The Department of Building and Development will take action on the above application(s) in accordance with the requirements for preliminary subdivisions outlined in Section 1243.08 of the Land Subdivision and Development Ordinance (LSDO).

8/3/23

As featured on



PUBLIC NOTICE

Project: Preliminary Subdivision Application

SBPL-2023-0001 Kentwood Farm

12 lots 183.7 acres

Applicant: Mr. Jeffrey C. Snieder Carrington Builders LC

Date Filed: 8/2/2023 Comment Period: 8/2-9/6/23

A full and complete copy of this application may be examined at the Loudoun County Department of Building and Development, 1 Harrison Street, S.E., Leesburg, Virginia between the hours of 9:00 a.m. through 4:30 p.m., Monday through Friday. Additional information may also be obtained by calling the Department at (703) 777-0220 during normal working hours 8:30 a.m. through 5:00 p.m., Monday through Friday. Written comments regarding this application may be submitted to the Director, Department of Building and Development at the above address during the comment period.

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ADDITIONAL APPLICATIONS



- **A FEW TIPS:**
 - Be sure to read the [“disclaimers” published on a separate page](#)
 - Under **“Report an issue or ask a question!”** – be sure to read the full page BEFORE deciding a category to provide information (i.e., scroll down to view all the categories, then determine which best fits your situation/complaint.)
 - Which category you select will determine which department(s) your information will be sent to and who/what department will respond.
 - If your matter involves more than one category, then enter each as a separate “ticket” so that all issues are properly tracked to response or resolution.

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COUNTY COMMENTS DISCLOSURE

This system provides a user-friendly tool to access information regarding legislative land development applications and provides a format for public input for active applications.

Submitted Comments are Public Record

All comments submitted online for a specific application become part of the public record. While comments posted for a specific application or planning initiative will be viewed by public officials and staff, the user should not expect a response. Users needing a response to a question or comment should contact the Department of Planning and Zoning directly at 703-777-0246.

What happens to the comments I submit online?

All comments submitted online for a specific application become part of the public record and are included in the public file and digitally archived within the county's land development system LandMARC. All comments can be viewed through the online map as well as at the Department of Building and Development's Land Development Counter in the Loudoun County Government Center, 1 Harrison Street, S.E. in Leesburg, during normal business hours. In addition, all comments submitted prior to a public hearing are available for review by the Planning Commission and Board of Supervisors. Any comments received after a public hearing has been held will be provided to the appropriate decision-making body, dependent on where the application is in the process.

Citizens can also provide verbal and/or written comments at the Planning Commission and Board of Supervisors public hearing. Public comment and correspondence, whether e-mailed, written, or spoken, are made part of the public record and are subject to the Virginia Freedom of Information Act (FOIA).

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