

DELIVERED VIA ELECTRONIC MAIL

November 6, 2019

Sara Howard-O'Brien, AICP
Land Management Supervisor
Loudoun County Public Schools
21000 Education Court, Suite 200
Ashburn, Virginia 20148

RE: Special Exception Application: TLSE-2019-0009 – LCPS Catoctin Elementary School Expansion
Status: **Application Accepted**

Dear Ms. Howard-O'Brien:

In accordance with Town of Leesburg Zoning Ordinance (TLZO) Section 3.4.4.B, this letter acknowledges **acceptance** of the special exception application to be known as *TLSE- 2019-0009, LCPS Catoctin Elementary School Expansion*, subject to the items referenced below.

Your acceptance review submission cover letter dated October 28, 2019 includes requests for modifications of certain submission requirements. Those items and staff's response to each is provided below:

- Section 3.4.6.E Plat Scale: Whereby you are requesting plats drawn to scale of 1 inch = 50 feet be permitted versus the 1 inch = 100 feet required. Staff agrees that the proposed scale of 1:50 is sufficiently legible and may be used as the scale for plats submitted as part of this application;
- Section 3.4.14 Topography: The use of 2-foot topographic contours, in lieu of the 5-foot contours required by TLZO Sec. 3.4.14, on the Special Exception Plat is acceptable.

In order to process the application, please submit the following application materials:

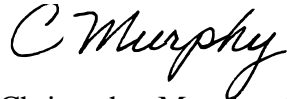
- 9 copies of the Special Exception Plat
- 9 copies of Statement of Justification
- 9 copies of Land Development Application
- Word versions of submittal documents and digital format (PDF and DXF) versions of plans.

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Please deliver the submittal materials as soon as practicable. A First Submission Consolidated Comments Letter will be issued no more than 45 days after these items are received by staff.

Town staff looks forward to working with you on this application. If you have any questions, please contact me by telephone at (703) 737-7009, or via e-mail at cmurphy@leesburgva.gov.

Sincerely,

A handwritten signature in cursive script that reads "C Murphy".

Christopher Murphy, AICP
Senior Planning Project Manager

Cc: Brian Boucher, Deputy Director Dept. of Planning & Zoning